

Linn-Mar Community School District

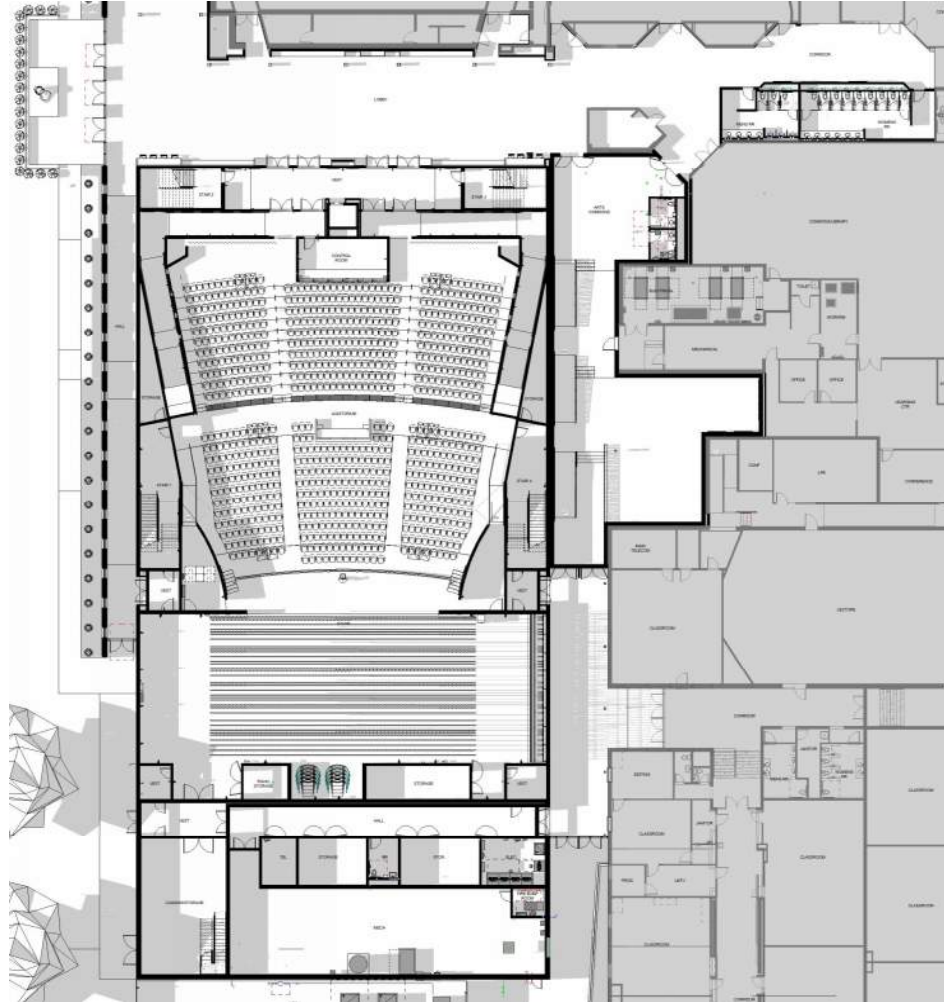
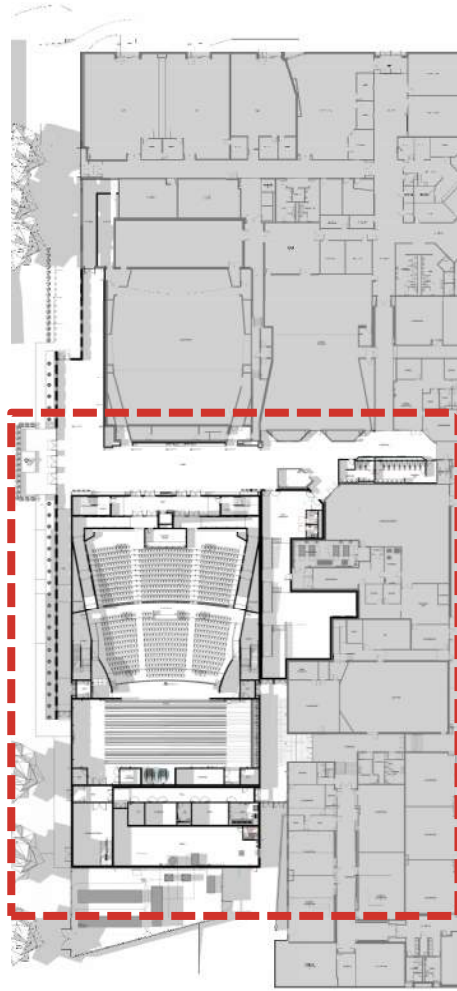
Board Update - August 28, 2023



Performance Venue Design Development Update



Proposed Floor Plan



Exterior



Exterior



Interior - Pre-function Space



Interior - Pre-function Space



Interior - Pre-function Space



Arts Commons



Arts Commons



Interior Concept - House



Interior Concept - House



Interior Concept - House



Interior Concept - House



Interior Concept - House



Project Budget (Comparison)

	2021 Estimate	Sept 2022 (SD Pricing)	Aug 2023 (DD Pricing)
Performance Venue			
Design Contingency		5%	5%
Constr. Contingency		10%	4%
Escalation		15%	
Construction Costs	\$17.9M	\$27.5M*	\$24.5M
With Project Costs	\$23M	\$29.3M	\$27.8M
Value Engineering Items		(\$1.7M)	(\$400K)
Total Project Estimate	\$23M	\$27.6M	\$27.4M

* Scope/Scale/Size (Total SF) Increase: 35,000 SF (2021) -> 58,000 SF (Aug 2022)

-House size and stage sized based on tours and preferences, -Storm Shelter Size Increase, Connection link shown on drawings

Key Notes

Current Work

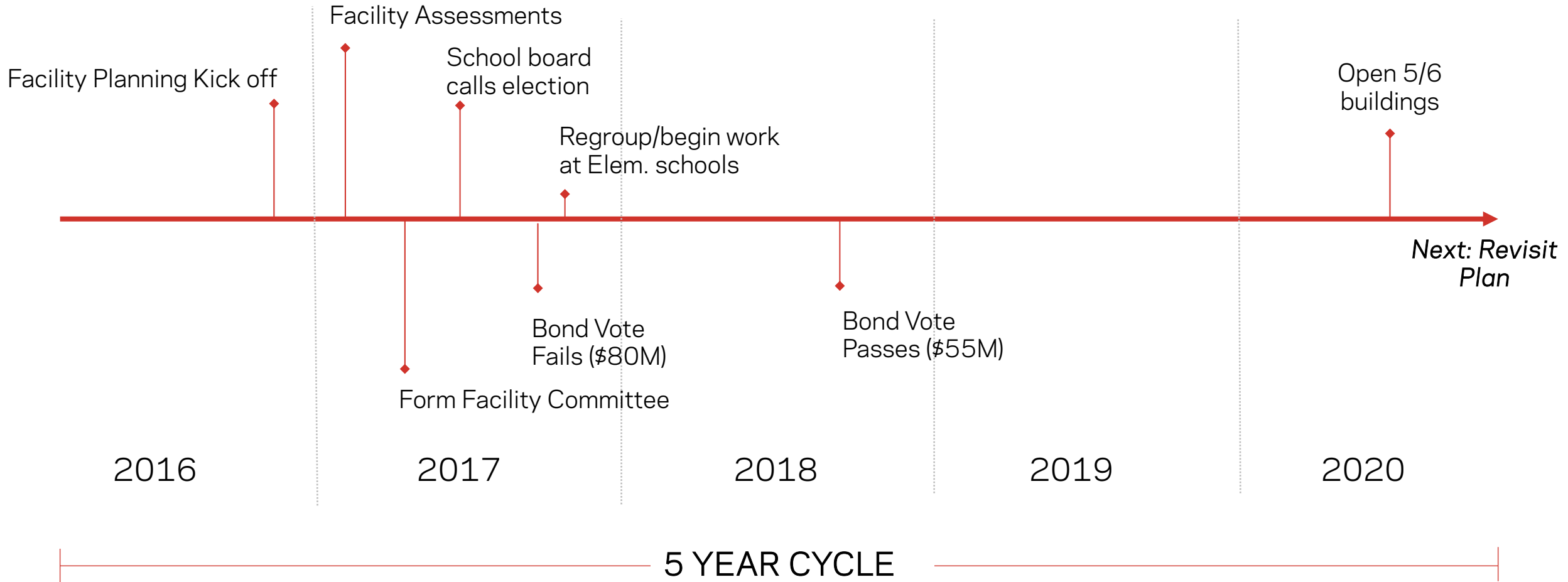
- Continuing to develop interior finishes
- Moving into Construction Document phase
- Continuing to track Budget
- Bidding Electrical Gear (year for procurement)
- Phasing Planning

Schedule

- Release drawings - November
- Open bids - January 2024
- Construction - Spring 2024 thru Fall 2025






Master Plan Overview

Where have we been?



Masterplan Summary/Recommendation

December 2021

-  High School Extension / Administration
-  Tennis Courts
-  Performance Venue
-  Parking
-  Indoor Activity Center

Lower Priority, but not Forgotten Items

- *Land acquisition for a future elementary*
- *Centralized pre-school in neighborhoods*
- *New elementary building*

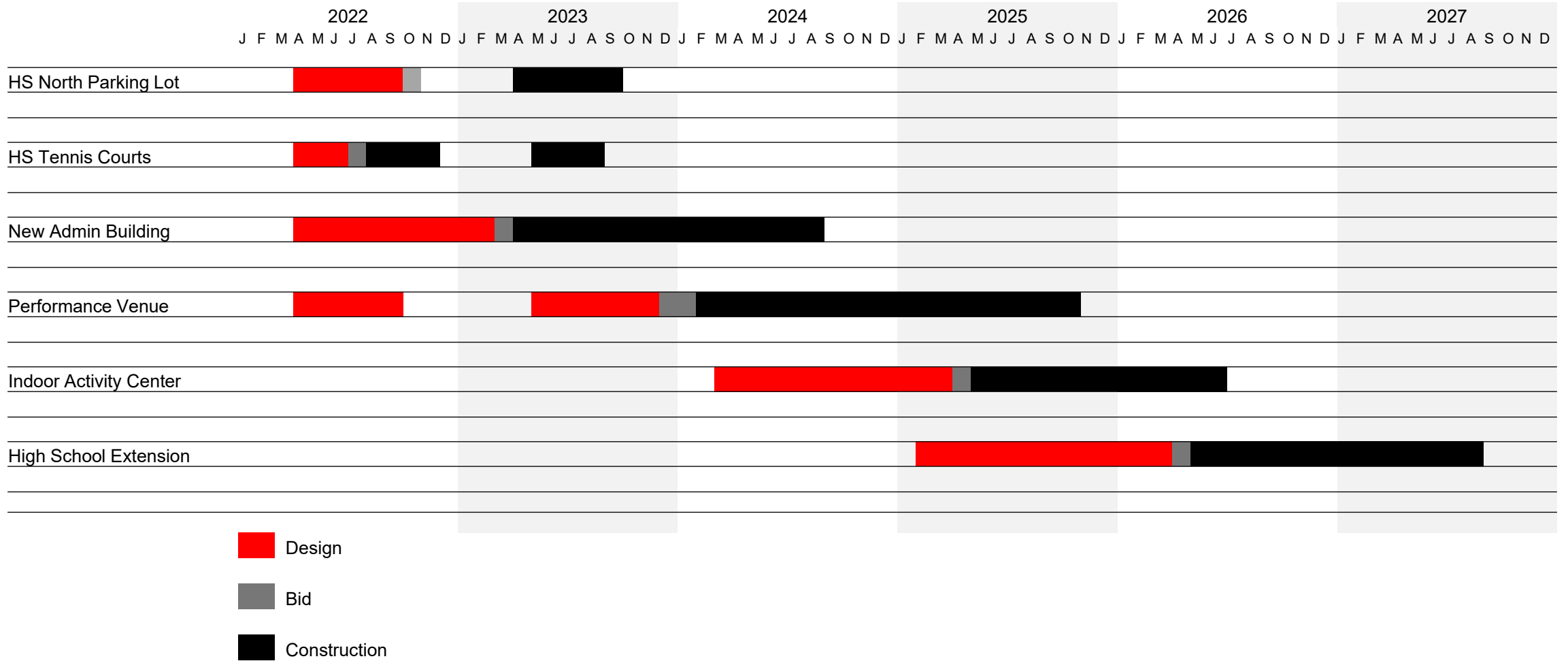


Oak Ridge MS Athletic Area



High School Site Area

Schedule



Project Planning Discussion

Understanding Scope

- OPN and High School leadership walking LRC to understand needs - *high level cost estimate*
- Indoor Activities - OPN/key stakeholders to meet to understand needs - *high level cost estimate*

Finance

- Administration building bid at higher dollars than originally planned in 2021.
 - Increased scope/Volatile construction market
- Funding of the Project
 - Based on conservative numbers run by Piper Sandler, our Bond consultants, we should be able to fund our planned projects while maintaining the necessary debt service coverage levels.
 - We will have approximately \$2 million remaining of the \$15 million SAVE bonds issued for the Administration Building
 - The remaining will be paid from issuance of Sales Tax Revenue Bonds
 - We are hoping to do a private placement for the sale of the bonds, which could remove the 10% debt service reserve fund requirement

Thank You





Policy 103.1 Anti-Bullying and Anti-Harassment

The Linn-Mar Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees and volunteers to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of students, employees, and volunteers is against federal, state, and local policy and are not tolerated by the school board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

The school board also requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal, state, and local laws, executive orders, rules, and regulations pertaining to bullying/harassment, compliance, and equal opportunity.

To that end, the school board has policies, procedures, and practices in place that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. **The superintendent [or designee] is responsible for implementation of this policy and all accompanying procedures.** Complaints will be investigated within a reasonable time frame. **Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.** *[Refer to Policy 103.1-R – Administrative Regulations Regarding Anti-Bullying/Anti-Harassment Investigation Procedures.]*

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying and/or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, student, or a student's parent/guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation (Policy 103.1-R), to the appropriate school official designated by the district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meanings:

- *“Electronic”* means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. *“Electronic”* includes but is not limited to communication via electronic mail, internet-based communications, pager services, cell phones, and electronic text messaging or similar technologies.
- *“Harassment”* and *“bullying”* mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the individual in reasonable fear of harm to the individual's person or property;
 - b. Has a substantial detrimental effect on the individual's physical or mental health;
 - c. Has the effect of substantially interfering with the individual's academic or career performance; or
 - d. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- *“Sexual Harassment”* means unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment where:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or educational development;

- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.
- *"Trait or characteristic of the individual"* includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.
- *"Volunteers"* means any individuals who have regular, significant contact with students.

Publication of Policy

The school board will publish this policy on an annual basis. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or district website
- Inclusion on student and employee display boards
- Inclusion in volunteer registration materials and information

Adopted: 8/07

Reviewed: 9/10; 4/13; 9/16; 3/23

Revised: 10/11; 7/13; 5/14; 6/20

Related Policy: 103.1-R; 103.1-E1-E3; 104.1; 104.1-R; 104.1-E1-E5; 400.1-3; 403.13-15-E; 500.1

Legal Reference (Code of Iowa): 261.9; 280.3, .28; 281 IAC 12.3(6)

IASB Reference: 104

Mandatory Policy

Policy 103.1-R Administrative Regulations Regarding Anti-Bullying and Anti-Harassment Investigation Procedures

Individuals who feel that they have been bullied or harassed should:

1. If the individual is comfortable doing so, communicate to the bully/harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, or principal for help.
2. If the harassment does not stop or the individual does not feel comfortable confronting the bully/harasser, the individual should:
 - a. Tell a teacher, counselor, or principal;
 - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including the following information:
 - What, when, and where the incident occurred;
 - Who was involved in the incident;
 - Exactly what was said or what the bully/harasser did;
 - Names of witnesses to the harassment;
 - What the victim said or did either at the time or later;
 - How the victim felt;
 - How the bully/harasser responded; and
 - Any additional information deemed pertinent.

FILING A COMPLAINT

An individual who believes they have been bullied or harassed may file a complaint with the district's equity coordinators (hereinafter "investigators") who will investigate the complaint. *(Refer to [Policy 103.1-E1](#)) If the complainant is a school employee, after filing the complaint with the investigators, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.*

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Equity Coordinator:
Bob Read, Associate Superintendent
Phone: 319-447-3028 / bread@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

An alternate investigator will be designated in the event it is claimed that the district's equity coordinator(s) committed the alleged bullying or harassment, or some other conflict of interest exists.

Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The complainant shall receive assistance as needed.

INVESTIGATION

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The equity coordinators (hereinafter "investigators") will be responsible for handling all complaints alleging bullying or harassment or appoint a qualified person to undertake the investigation. The investigators, along with the building principal, have the authority to initiate an investigation in the absence of a written complaint. (Refer to [Policy 103.1-E2](#))

The investigation may include, but is not limited to the following:

1. Interviews with the complainant and the individual named in the complaint ("respondent");
2. A request for the complainant to provide a written statement regarding the nature of the complaint;
3. A request for the respondent to provide a written statement;
4. Interviews with witnesses identified during the course of the investigation;
5. A request for witnesses identified during the course of the investigation to provide a written statement; and
6. Review and collection of documentation or information deemed relevant to the investigation.

The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal, or to the superintendent if the investigation involved the building principal.

Following receipt of the Investigator's report the building principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the determination of the appropriate remedial action the building principal may, at their discretion, interview the complainant and the respondent. At the conclusion of the additional investigation, the building principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the respondent, and the investigator shall receive notice as to the conclusion of the building principal's additional investigation. The building principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

The complaint and identity of the complainant, the respondent, or witnesses shall only be disclosed as reasonably necessary in connection with the investigation or as required by law

or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

DECISION

The investigators, building principal, or superintendent, depending on the individuals involved, shall inform the complainant and the accused about the outcome of the investigation. (Refer to [Policy 103.1-E3](#))

If, after an investigation, a student is found to be in violation of policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include removal from service and exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, removal of service and exclusion from school grounds.

Reports of false complaints, false statements, or retaliation should be submitted to the district's equity coordinators.

It is the responsibility of the superintendent, in conjunction with the equity coordinators and building principals, to develop district procedures regarding anti-bullying/harassment. The superintendent [or designee] will also be responsible for organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what do to if this behavior is witnessed.

The superintendent [or designee] is responsible for developing a process for evaluating the effectiveness of policy in reducing bullying and harassment and will report on the progress of reducing bullying and harassment to the school board.

Adopted: 6/00

Reviewed: 9/10; 10/11; 4/13; 5/14; 9/16; 3/23

Revised: 7/13; 6/20

Related Policy (Code#): 103.1; 103.1-E1-E3; 401.1; 403.13; 500.1

IASB Reference: 104-R(1)

Policy 204.1 Meetings of the School Board

The regular meeting time and dates will be set by the board at the organizational meeting in odd-numbered years or at the annual meeting in even-numbered years.

Board meetings are normally scheduled for the second and fourth Mondays of the month when the school calendar allows. The board will adhere to the established meeting dates unless the additional meetings are required or, due to circumstances beyond the board's control, the meetings cannot be held on the regular meeting dates and the meetings will then be rescheduled in accordance with law and policy. Public notice of the meetings will be given, and board meeting dates and times will be posted on the district website upon board approval.

Meetings of the board are conducted for the purpose of carrying out the business of the school district. Only board members have the authority to make and second motions and vote on issues before the board. The board may establish rules for its own governance and determine the procedures that will be followed during board meetings. Meetings may be closed to the public to allow the board to discuss a specific topic as defined by law ([Policy 204.3 – Closed Sessions](#)).

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date, and tentative agenda of board meetings. The public notice will be posted on public display **on an exterior facing door/window so that the community members may see the agenda when the building is physically closed** at the Learning Resource Center (2999 N 10th St, Marion) at least three days before it is scheduled but, at the minimum, 24-hour notice needs to be given. A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the board secretary. A copy of the public notice will also be accessible electronically.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting electronically. Attendance at a special meeting or emergency meeting by the media or board members will constitute a waiver of notice.

It is the responsibility of the board secretary [or designee] to give public notice of board meetings and work sessions. The district's website is used to inform the public of future meetings and agendas.

Policy 204.9 Public Participation in Board Meetings

The board encourages public attendance and participation in its public meetings. The board has a significant interest in maintaining the decorum of its meetings and it is expected that members of the public and the board will address each other with civility.

In assuring the public is heard and board meetings are conducted efficiently and in an organized manner, the board has established a specific agenda item, *Audience Communications*, for the purpose of providing the public an opportunity to express their points of view on items related to school business. Audience communications will be taken under consideration and a response, if appropriate, may be issued at another time. Board members will not respond to or act on audience communications during the public meeting. Audience communications are limited to regular board meetings and will not be routinely offered during special meetings.

Audience Communications

Audience communications are subject to the following regulations:

1. Time Limit: Speakers will limit their comments to three minutes unless the time limit is waived by the board president, or a majority of the board members present. When there are a large number of speakers to be heard, the board may shorten the allotted time.
2. Addressing the Board: The speaker will sign in upon arrival including their name, relationship to the district (ex: parent, resident, etc.), and topic of communication. The board president will then use the sign-in sheet to call each speaker to the podium in order of sign in. The speaker is asked to stand at the podium, state their name, and identify their relationship to the district. Only individuals recognized by the presiding officer will be allowed to speak and any comments by others are deemed out of order. All comments should be shared in a respectful manner. The district will not be responsible for any defamatory or potentially defamatory statements which may be made. Individuals who have a complaint about employees may bring their complaint to the board only after they have followed [Policy 1003.3 Complaints about School Personnel](#).
3. Receipt of Speaker Comments: Comments will be received by the board and, if appropriate or for clarification purposes, the board president or superintendent may seek additional information from the speaker. The board, at its discretion, may choose to place the speaker's topic on a future agenda or delegate any action to the appropriate administrator.
4. Conduct and Remarks Deemed Out of Order: Undue interruption or other interference with the orderly conduct of board business will not be allowed. Defamatory or abusive remarks are always deemed out of order. The board president or presiding officer may

terminate the speaker's comments if, after being called to order, they persist with improper conduct or remarks. If deemed disruptive, the individual(s) causing the disruption will be asked to leave the meeting.

5. Special Procedures: The board reserves the right to establish special procedures to deal with extraordinary issues or circumstances. If the decision is made not to include audience communications during a particular meeting, it will be noted on the board agenda which is posted at least 24 hours before the scheduled board meeting.

Petitions to Place a Topic on the Agenda

~~Per Iowa House File 868, Section 31, 279.8B entitled, Petition School Board Meeting Agenda: "Upon receipt of a petition by eligible electors of a school district equal in number to at least 10 percent of the persons who voted in the last preceding election of school officials [per section 277.1] or 500 eligible electors, whichever is less, the board of directors of the school district shall place the proposal specified in the petition on the agenda of the next regular meeting of the school board or on the agenda of a special meeting held within 30 days of receipt of the valid petition filed in accordance with this subsection."~~

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or 10% of the individuals who voted in the last school election, whichever number is lower.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of receipt of the petition. ~~During the public hearing,~~ The board will provide a sign-up sheet for all individuals who wish to speak on the proposal and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board that is reasonable and necessary based on the number of speakers who have signed up. The same time limit will apply to all speakers on the proposal and each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching the curriculum until the board holds the public hearing to discuss the petition.

For additional information on the development of school board agendas, refer to LMCSB [Policy 204.7 Board Meeting Agenda](#).

Adopted: 3/72

Reviewed: 10/11; 9/16; 10/19; 10/22

Revised: 4/13; 8/14; 10/14; 9/21; 1/22; 2/22; 4/22

Related Policy: 204.1; 204.4; 204.7; 1003.3

Legal Reference (Code of Iowa): §§ 21; 22; 279.8; 279.8B

IASB Reference: 213

Policy 401.5 Licensed Personnel Professional Development

To advance student achievement, the school board encourages staff learning and professional development as part of a professional learning community. Therefore, the school board expects licensed personnel to participate in staff development and professional growth activities to maintain, develop, and extend their skills.

Staff development activities include workshops or courses in which the focus of the learning aligns with the educational goals of the district's Strategic Plan, comprehensive school improvement goals, building improvement goals, and instructional goals of the district. Staff development activities which occur during contract time are not eligible for advancement on the salary schedule.

Professional growth activities are structured learning workshops or courses that advance the skills, knowledge, or practice of the employee in which participation is solely the employee's choice. Professional growth attained through coursework may lead to an advanced degree. Professional growth workshops or courses eligible for salary advancement must occur outside the contract day.

If the employee is compensated by the district for expenses [including tuition or registration] related to participation in a staff development or professional growth workshop or course, that workshop or course is not eligible for advancement on the salary schedule.

For all professional development programs the district requires employees to take, the district will provide to the employee notice indicating the section of the law or rules adopted by the State Board of Education or Board of Educational Examiners that the district determines requires the employee to participate in the professional development program.

Requests for attendance or participation in staff development or professional growth workshops or courses during the contract day, other than those programs sponsored by the district, will be made to the superintendent [or designee] in writing. Approval by the superintendent [or designee] must be obtained prior to attendance in the selected workshop or course.

The superintendent [or designee] will have the discretion to allow or disallow the licensed personnel to attend or participate in the requested event. When making this determination, the superintendent [or designee] will consider the value of the program for the licensed employee and the district; the effect of the licensed employee's absence on the education program, district operations, and the district's budget; as well as other factors deemed relevant in the judgment of the superintendent [or designee].

Adopted: 8/89

Reviewed: 1/11; 12/11; 4/13; 9/14; 12/16; 4/20; 4/23

Revised: 11/05; 3/23

Related Policy: 401.14

Legal Reference (Code of Iowa): § 279.8, .74; 281 IAC 12.7; 83.6

IASB Reference: 408.01

Mandatory Policy

Policy 401.15 Child Abuse Reporting by Licensed Personnel

For compliance with state law and to provide protection to victims of child abuse, the Linn-Mar Board of Directors believes incidents of alleged child abuse should be reported to proper authorities. All licensed school employees, nurses, teachers, coaches, ~~and~~ paraeducators, **and all school employees 18 years of age or older** are mandatory reporters as provided by law and are to report alleged incidents of child abuse, they become aware of within the scope of their professional duties.

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and will make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse or submit evidence they've taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Adopted: 7/79

Reviewed: 1/11; 12/11; 4/13; 4/23

Revised: 9/14; 12/16; 4/20; 10/22; 3/23

Related Policy: Series 401, 401.15-R; 505.52; 505.52-R

Legal Reference (Code of Iowa): §§ 232.67-77; 232A; 235A; 280.17; 441 IAC 9.2; 155; 175

IASB Reference: 402.02-03

Policy 403.16-R Administrative Regulations Regarding Employee Records

Content of Employee Personnel Records:

1. Employee personnel records may contain the following information:
 - a. Personal information including but not limited to name, address, telephone number, emergency numbers, birth date, and spouse
 - b. Individual employment contract
 - c. Evaluations
 - d. Application, resume, and references
 - e. Salary information
 - f. Copy of the employee's license or certificate, if needed for the position
 - g. Educational transcripts
 - h. Assignment
 - i. Records of disciplinary matters
2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - a. Medical professional signed physical form
 - b. Sick or long-term disability leave days
 - c. Worker's compensation claims
 - d. Reasonable accommodation made by the district to accommodate employee's disability
 - e. Employee's medical history
 - f. Employee's emergency contact names and numbers
 - g. Family and medical leave request forms
3. The following are considered public personnel records available for inspection:
 - a. The name and compensation of the individual, including any written agreement establishing compensation or any other terms of employment, except for that information that is otherwise protected. "Compensation" includes the value of benefits conferred including, but not limited to, casualty, disability, life or health insurance, other health or wellness benefits, vacation, holiday and sick leave, severance payments, retirement benefits and deferred compensation;
 - b. The dates the individual was employed by the government body;
 - c. The positions the individual holds or has held with the government body;
 - d. The educational institutions attended by the individual, including any diplomas and degrees earned, and the names of the individual's previous employers, positions previously held, and dates of previous employment;
 - e. The fact that the individual resigned in lieu of termination, was discharged, or was demoted as a result of a disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion. "Demoted" or "demotion" means a change of an employee from a position in a given classification to a position in a classification having a lower pay grade; and

- f. Personal information in confidential personnel records of government bodies relating to student employees shall only be released pursuant to the Family Educational Privacy Rights Act (FERPA).

Content of Applicant File Records: Records on applicants for positions with the district are maintained in the Human Resources department. The records will include but not be limited to:

- Application for employment
- Resume
- References
- Evidence of appropriate license or certificate, if necessary, for the position for which the individual applied
- Affirmative action form, if submitted

Record Access: Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include but not be limited to the superintendent, building principal, or board secretary. In the case of a medical emergency the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for conducting board business.

~~**Employee Record Retention:** All employee records except payroll and salary records are maintained for a minimum of one year after termination of employment with the district. Applicant records are maintained for a minimum of one year after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.~~

Adopted: 5/01

Reviewed: 1/11; 12/11; 4/13; 9/14; 3/17; 4/23

Revised: 6/20

Related Policy: 403.16

Legal Reference (Code of Iowa): § 20-22; 91B

IASB Reference: 401.05-R(1)

Policy 403.22 ~~Staff~~ Required Professional Development for Employees

~~The Linn-Mar Board of Directors recognizes that well trained personnel are essential to effective performance, use of knowledge, and a productive learning environment. To meet the ever changing student needs staff development is viewed as necessary, systemic, and continuous to improving district programs and employee performance.~~

The Linn-Mar Board of Directors recognizes that appropriate training and professional development of all employees is crucial to the success of all students. The district will provide professional development opportunities appropriate to the duties of school employees.

The board, superintendent, administrators, and managers expect all employees to participate in a ~~staff~~ professional development program that is aligned with the district's strategic plan and improvement plan that is designed to develop and enhance staff performance.

Critical to this process is participant collaboration in the program. Therefore, the following elements will be part of the collaborative process for ~~staff~~ professional development:

- Assessment of the learning needs of employees;
- Prioritization of these needs so that individual and organizational needs are met simultaneously;
- Allocation of budget funds based upon these priorities;
- Provision of an appropriate variety of training opportunities;
- Assess the effectiveness of each development program; and
- Evaluation of the results to the Board of Directors.

The board is committed to the development of a comprehensive ~~staff~~ professional development program that ultimately improves employee performance and student achievement levels.

For all professional development programs the district requires employees to take, the district will provide to the employees notice indicating the section of law, or rules adopted by the State Board of Education or Board of Educational Examiners that the district determines requires the employee to participate in the professional development program.

Policy 501.6 Non-Resident Students

Students who are eligible to attend an Iowa public school but who are not legal residents of the district may be admitted into the district at the discretion of the superintendent upon application and payment of tuition. The tuition rate is the current per-pupil cost of the school district as computed by the board secretary and as authorized by the Iowa Department of Education.

Resident students whose families move from the district after the start of the semester and who wish to complete the semester in ~~the~~ their former resident district ~~may~~ will be permitted to attend ~~without the payment of tuition at the discretion of the superintendent and approval of the board.~~ Students who plan to open enroll to ~~the~~ their former non-resident district for the next school year may ~~complete the school year without approval of the superintendent or board~~ do so without approval of the board. ~~These students, other than students in grades 11 and 12, must have the recommendation of the building principal.~~

Students in grades 11 and 12 who are no longer residents of the district but were residents in the preceding school year, may continue to attend school until they graduate without the payment of tuition. These students may be required to identify an adult who resides in the district for the purposes of administration.

Non-resident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the district prior to October 1st may be allowed to attend without payment of tuition.

Policy 504 Student Health Services

Health services are an integral part of ~~comprehensive school improvement~~, assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental, and social wellbeing. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's ~~Comprehensive School Improvement Plan~~, needs and resources determines the linkages.

Except in emergent care situations or child abuse assessments, the district will not administer invasive physical examinations or health screenings of a student that are not required by state or federal law without first obtaining the written consent of the student's parent or guardian.

- Emergent care situation means a sudden or unforeseen occurrence of onset of a medical or behavioral condition that could result in serious injury or harm to a student or others in the event immediate medical attention is not provided. Emergent care situation includes the need to screen a student or others for symptoms or exposures during an outbreak or public health event of concern as designated by the Iowa Department of ~~Public Health~~ and Human Services.
- Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- Student health screening means an intentionally planned, periodic process to identify if students may be at risk for a health concern and to determine if a referral for an in-depth assessment is needed to consider appropriate health services. Student health screening does not include an episodic, individual screening done in accordance with professional licensed practice.

The superintendent [or designee], in conjunction with the school nurses will develop administrative regulations implementing this policy. The superintendent [or designee] will provide a written report on the role of health services in the education program to the board annually.

[Reference Iowa Senate File 2080 for additional information](#)

Adopted: 2/21

Reviewed:

Revised:

Related Policy: 504.1 thru 504.12

Legal Reference (Code of Iowa): §§ 22.7; 139A.3, .8, .21; 143.1; 152; 256.7(24), .11; 279; 280.23; 281 IAC 12.3(4), (7), (11); 12.4(12); 12.8; 282 IAC 22; 641 IAC 7; 655 IAC 6; Senate File 2080

IASB Reference: 607.02

Mandatory Policy

Policy 504-R Administrative Regulations Regarding Student Health Services (New Policy)

Student Health Services

Each school building may develop a customized student health services program based on its unique needs and resources. Scientific advances, laws, and school improvement necessitate supports to students with health needs to receive their education program.

Supports to improve student achievement include:

- a. Qualified health personnel;
- b. Superintendent, school nurse, and school health team working collaboratively;
- c. Family and community involvement; and
- d. Optimal student health services program with commitment to its continuing improvement.

Components provided within a coordinated school health program include:

- a. Health services;
- b. Nutrition;
- c. Healthy, safe environment;
- d. Staff wellness;
- e. Health education;
- f. Physical education and activity;
- g. Counseling, psychological, and social services; and
- h. Family and community involvement.

Student health services are provided to identify health needs; facilitate access to health care; provide for health needs related to educational achievement; promote health, well-being, and safety; and plan and develop the health services program.

Student Health Services Essential Functions

1. Identify student health needs:
 - a. Provide individual initial and annual health assessments;
 - b. Provide needed health screenings;
 - c. Maintain and update confidential health records; and
 - d. Communicate (written, oral, electronic) health needs as consistent with confidentiality laws.
2. Facilitate student access to physical and mental health services:
 - a. Link students to community resources and monitor follow through;
 - b. Promote increased access and referral to primary health care financial resources such as Medicaid, HAWK-I, social security, and community health clinics; and
 - c. Encourage appropriate use of health care.
3. Provide for student health needs related to educational achievement:
 - a. Manage chronic and acute illnesses;
 - b. Provide special health procedures and medication including delegation, training, and supervision of qualified, designated school personnel;

- c. Develop, implement, evaluate, and revise Individual Health Plans (IHP) for all students with special health needs according to mandates in the *Individuals with Disabilities Education Act (IDEA)*, *Rehabilitation Act (Section 504)*, and *Americans with Disabilities Act (ADA)*;
 - d. Provide urgent and emergency care for individual and group illness and injury;
 - e. Prevent and control communicable diseases and monitor immunizations;
 - f. Promote optimal mental health;
 - g. Promote a safe school facility and a safe school environment; and
 - h. Participate in and attend team meetings as a team member and health consultant.
4. Promote student health, wellbeing, and safety to foster healthy living:
 - a. Provide developmentally appropriate health education and health counseling for individuals and groups;
 - b. Encourage injury and disease prevention practices;
 - c. Promote personal and public health practices; and
 - d. Provide health promotion and injury and disease prevention education.
 5. Plan and develop the student health services program collaboratively with the superintendent, school nurse, and school health team:
 - a. Gather and interpret data to evaluate needs and performance;
 - b. Establish health advisory council and school health team;
 - c. Develop health procedures and guidelines;
 - d. Collaborate with staff, families, and community;
 - e. Maintain and update confidential student health records;
 - f. Coordinate program with all school health components;
 - g. Coordinate with school improvement;
 - h. Evaluate and revise the health services program to meet changing needs;
 - i. Organize scheduling and direct health services staff;
 - j. Develop student health services annual status report;
 - k. Coordinate information and program delivery within the school and between school and major constituents;
 - l. Provide health services by qualified health professionals to effectively deliver services, including multiple levels of school health expertise such as registered nurses, physicians, and advanced registered nurse practitioners; and
 - m. Provide for professional development for school health services staff.

Expanded Health Services

These additional health services address learning barriers and the lack of access to health care. Examples include school-based services in the schools, school-linked services connected to the schools, primary care, mental health, substance abuse, and dental health.

Adopted:

Related Policy: 504

IASB Reference: 607.02; 607.02-R(1)

Policy 504.14 Student Disclosure of Identity (NEW POLICY)

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

Adopted:

Reviewed:

Related Policy: 504.14-E1-E2

Legal Reference (Code of Iowa): SF496

IASB Reference: 503.07

Policy 504.14-E1 Report of Student Disclosure of Identity (NEW POLICY)

Dear _____,
(Parent/Guardian)

This letter is to inform you that your student _____
(Student's name listed on school registration form)

has made a request of a licensed employee to: (Check all that apply)

_____ Make an accommodation that is intended to affirm the student's gender identity as follows:

_____ Use a name, pronoun, or gender identity that is different from the name, pronoun, and/or gender identity listed on the student's school registration forms.

The name, pronoun, or gender identity requested is: _____

If you would like to amend the student's registration paperwork to permit the student's requested accommodation and/or include the use of the above-referenced name/pronoun/gender identity, please complete the attached form (Refer to Policy 504.14-E2) and return it to the Student Support Services office (2999 N 10th Street, Marion, IA 52302).

Sincerely,

Administrator's Signature

Building

Date

Adopted:

Related Policy: 504.14; 504.14-E2

Legal Reference (Code of Iowa): SF496

IASB Reference: 503.07-E(1)



Policy 504.14-E2 Request to Update Student Identity (NEW POLICY)

_____ (Student's name on current school registration forms)

_____ (Date)

Please update my student's names, pronouns, and/or gender identities on my student's school registration paperwork to include all of the following:

Names: _____

Pronouns: _____

Gender Identities: _____

_____ Parent/Guardian Signature

_____ Date

Policy 504.31 Administration of Medication to Students

The board is committed to the inclusion of all students in the education program and recognizes that some students may ~~be required to take medications during the school day.~~ need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent/guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. Administration of medication may also occur consistent with board [Policy 504.32-Stock Prescription Medication Supply](#).

~~Medications will not be administered without signed and dated authorization from the parent/legal guardian requesting medication administration. Medication must be contained in the original pharmacy or manufacturer bottle. The pharmacy bottle must be labeled with the student's name, name of medication, dosage, time of day, and duration it should be given. Manufacturer bottles must include dosage instructions. A record of medication administration must be kept for each student receiving medication including the date; student's name; prescriber or person authorizing administration; medication and its dosage; name, signature, and title of the person administering the medication; time and method of administration; and any unusual circumstances or omissions. Natural remedies and supplements not approved by the Federal Drug Administration (FDA), including essential oils and CBD, will not be administered at school. Administration of medication records will be kept confidential. Protocols for administration of emergency medication will be posted. Administration of medication may also occur consistent with Policy 504.32 Stock Prescription Medication Supply.~~

When administration of medication requires ongoing professional health judgement, an Individual Health Plan (IHP) ~~will~~ shall be developed by ~~an authorized practitioner with the student and the student's parent/legal guardian~~ licensed health personnel working under the auspice of the school with collaboration from the parent/guardian, individual's health care provider, or education team pursuant to 281.14.2(256). Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent/guardian shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma, airway constricting diseases, respiratory distress or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parent/guardian and prescribing licensed health care professional regardless of competency.

~~A physician's/dentist's signature is required for preschool through 4th grade students before any non-prescription medication will be given. Students in grades 5-12 with signed and dated authorization from the parent/legal guardian will be allowed a limited number of~~

~~standard dose acetaminophen or ibuprofen each school year. The standard dose of these two medications will be provided by Linn-Mar Health Services. Acetaminophen and ibuprofen will be given per board policy at the nurse's discretion. Frequent dosing may require a physician's order and the parent/legal guardian to supply the medication. All other over the counter medications for grades 5-12 must be supplied by a parent/legal guardian. The parent/legal guardian must supply any medications in liquid or chewable form or that differ from the standard dose the district supplies.~~

Persons administering medication ~~will~~ shall include authorized practitioners, such as licensed registered nurses and physicians, and persons to whom authorized practitioners have delegated the administration of medication, ~~such as the school nurse or in the nurse's absence a person~~ (who ~~has~~ have successfully completed ~~an administration of a medication administration~~ course ~~reviewed by State Department of Health~~ conducted by a registered nurse or pharmacist that is provided by the Department of Education). The medication administration course is completed every five years with an annual procedural skills check completed with a registered nurse or pharmacist. A record of course completion will be maintained by the school.

A written medication administration record will be on file including:

- Date;
- Student's name;
- Prescriber or person authorizing administration;
- Medication;
- Medication dosage;
- Administration time;
- Administration method;
- Signature and title of the person administering medication; and
- Any unusual circumstances, actions, or omissions.

Medication ~~will~~ shall be stored in a secured area unless an alternate provision is documented. ~~The development of emergency protocols for medication-related reactions is required. Medication information shall be confidential information as provided by law.~~

~~In accordance with the Code of Iowa, a student with asthma, airway constricting diseases, respiratory distress, or students with a risk of anaphylaxis who use epinephrine auto injectors, may possess and self-administer their medication with the signed and dated approval of their parent/legal guardian and prescribing, licensed health care professional while at school or at school-sponsored activities. If the student abuses the self-administration policy, the permission to self-administer may be withdrawn. The school district and its employees acting reasonably and in good faith will incur no liability of any injury arising from self-administration of medication by the student. The student is responsible for maintaining self-administration records.~~

~~The superintendent [or designee] will be responsible in conjunction with the school nurses to develop rules and regulations governing the administration of medications, prescription and non-prescription, to students. Each student will be provided with the requirements for administration of medication at school.~~

Disposal of unused, discontinued/recalled, or expired **abandoned** medication ~~will~~ **shall** be in compliance with federal and state laws. Prior to disposal school personnel ~~will~~ **shall** make a reasonable attempt to return medication **by providing written notification that expired, discontinued, or unused medications needs to be picked up.** ~~Medications that have expired, been discontinued, or remain unused will need to be picked up.~~ If medications ~~are~~ **is** not picked up by the date specified, disposal ~~will~~ **shall** be in accordance with the disposal procedures for the specific category of medication.

Adopted: 5/91

Reviewed: 4/11; 7/13; 10/14; 12/20

Revised: 4/12; 4/16; 10/17; 4/18; 6/20; 8/21; 3/23

Related Policy: 504.31-E1-E2; 504.32

Legal Reference (Code of Iowa): §§ 124.101(1); 147.107; 152.1; 155A.4(2); 280.16; 280.23; 655 IAC §6.2(152); 281 IAC §14.1, .2

IASB Reference: 507.02

Mandatory Policy

Policy 504.31-E1 ~~Medication Permission Form~~ Parent/Guardian Authorization and Release Form for the Administration of Medication or Special Health Services to Students

~~To ensure compliance with Linn-Mar policy for administering medication at school, the following procedures must be followed:~~

- ~~• **ALL MEDICATIONS MUST BE DELIVERED TO AND FROM SCHOOL BY THE PARENT/LEGAL GUARDIAN IN THE ORIGINAL AND PROPERLY LABELED CONTAINER.** The container must include the following information: student name, medication, dosage, time, route, and physician. Written authorization and instructions must be provided by the parent/legal guardian for all medications. The school nurse will have the right to contact the prescribing physician to confirm or clarify medication instructions. The time of medication administration may need to be altered slightly to fit the student's schedule.~~
- ~~• For preschool through 4th grade students, a physician's/dentist's signature is required before any non-prescription, over the counter medications will be given. This includes acetaminophen, ibuprofen, cough medicines, etc. All medications administered for preschool through 4th grade students must be provided by the parent/legal guardian in their original and properly labeled containers.~~
- ~~• High school and middle school students (Grades 5-12), in accordance with Health Services protocols for common complaints of pain or illness, may have limited over the counter medications with written or PowerSchool eRegistration parental consent.~~
- ~~• Students in grades 5-12 will be allowed a limited number of standard dose acetaminophen or ibuprofen each school year. The standard dose of these two medications will be provided by Linn-Mar Health Services. Acetaminophen and ibuprofen will be given per board policy at the nurse's discretion. Frequent dosing may require a physician's order and the parent/legal guardian to supply the medication. All other over the counter medications for grades 5-12 must be supplied by the parent/legal guardian. The parent/legal guardian must supply any medications in liquid/chewable form or that are different than the standard dose the district supplies.~~
- ~~• If any medications remain after the last day of school, they will be discarded within 24 hours per federal and state laws.~~

Student Name: _____ Grade: _____

Medication: _____ Dosage: _____ Time: _____

Start Date: _____ End Date: _____ For: _____ (Health condition)

Parent/Guardian Signature: _____ Date: _____

~~**Physician's/Dentist's Signature** required for non-prescription medications for students in preschool-4th grades.~~

Physician/Dentist Signature: _____ Date: _____

~~**Consent for Release of Information:** I give permission for the parties named below to exchange written and verbal information with personnel at LMCSD regarding the above named student. If the medication is for attention or behavior concerns, LMCSD may send behavior checklists to the physician named below. This permission is for once school year.~~

~~**Specific authorization for release of information protected by state or federal law:**~~

~~Parent/guardian signature releases all information related to (Check appropriate items below):~~

_____ Mental health/psychological _____ Substance Abuse _____ Allergies _____ Asthma

Other (specify): _____

Physician/Facility: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

Student's Name (Last, first, middle): _____

Birthday: _____ School: _____ Date: _____

School medications and special health services are administered following these guidelines:

- a. Parent/guardian has provided a signed, dated authorization to administer prescription medication and/or provide special health services listed. Electronic signatures meet the requirement of written signatures.
- b. The prescribed medication is in the original, labeled container as dispensed.
- c. The prescription medication label contains the student's name, name of the medication, the medication dosage, time(s) to administer, route to administer, and date.
- d. Authorization is renewed annually and as soon as practical when the parent/guardian notifies the school that changes are necessary.

Prescribed Medication: _____ Dosage: _____

Route: _____ Time at School: _____

Special health services and instructions, if indicated:

Discontinue/Re-Evaluate/Follow-Up Date for prescribed medication or special health services listed.

Prescriber's Signature: _____ Date: _____

Prescriber's Credentials (when indicated for health service delivery): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Address: _____ Phone: _____

Additional Information: _____

Policy 504.31-E2 Authorization – Asthma, Airway Constricting, or Respiratory Distress
Medication Self-Administration Consent Form

Student Name (Last, First, Middle): _____

Grade Birthday: _____ School: _____ Date: _____

Medication: _____ Dosage: _____

Purpose for Medication (Health Condition): _____

In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parent/guardian and prescribing licensed health care professional regardless of competency. The following must occur for a student to self-administer asthma medication, bronchodilator canisters or spacers, ~~or~~ other airway constricting disease medication, or ~~for a student with a risk of anaphylaxis~~ to self-administer an epinephrine auto-injector:

- a. Parent/guardian provides a signed/dated copy of the authorization ~~consent form~~ for student medication self-administration;
- b. Parent/guardian provides a written statement from the student's licensed health care ~~provider~~ *professional* (A person licensed under Chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under Chapter 152 or 152E and registered with the Board of Nursing, or a physician's assistant licensed to practice under the supervision of a physician as authorized in Chapters 147 and 148C) containing the following:
 1. Name and purpose of the medication ~~or epinephrine auto-injector~~;
 2. Prescribed dosage; and
 3. Times or special circumstances under which the ~~prescribed~~ medication ~~or epinephrine auto-injector~~ is to be administered.
- c. The medication is in the original, labeled container as dispensed or ~~in~~ the manufacturer's labeled container ~~that includes~~ *containing* the student's name, name of the medication, directions for use, and date; and
- d. Authorization ~~is~~ *shall be* renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent/guardian is to notify school ~~health personnel~~ *officials* immediately. The authorization ~~will~~ *shall* be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school ~~will~~ *shall* permit the self-administration of ~~the prescribed~~ medication by a student ~~with asthma, respiratory distress, or other airway constricting diseases or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis~~ while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while ~~attending in~~ before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent/guardian.

Pursuant to state law, the ~~school~~ district and its employees are to incur no liability, except for gross negligence, as a result of injury arising from self-administration of medication or use of an epinephrine

auto-injector by the student. The parent/guardian of the student ~~will~~ shall sign a statement acknowledging that the school district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

PRESCRIBER INFORMATION

Medication: _____ Dosage: _____

Route: _____ Time: _____

Purpose for Medication & Administration/Instructions (~~Health Condition~~):

Administration Instructions: _____

Special Circumstances: _____

Discontinue/Re-Evaluate/Follow-Up Date: _____

Prescriber's Signature: _____ Date: _____

Printed Name/Title: _____

Prescriber's Address: _____

Emergency Phone: _____

PARENT/GUARDIAN AUTHORIZATION

1. I request the above-named student possess and self-administer asthma medication, bronchodilator canisters or spacers, or other airway constricting disease medication(s) and/or an epinephrine auto-injector at school and ~~for~~ in during school activities according to the authorization and instructions ~~stated herein~~;
2. I understand the school district and its employees acting reasonably and in good faith ~~will~~ shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the school district ~~will~~ is to incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student;
3. I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change;
4. I agree to provide safe delivery of medication and equipment to and from school and to pick up ~~any~~ remaining medication and equipment;
5. I agree ~~that~~ the information ~~being~~ shared with school personnel ~~is~~ in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws;
6. I agree to provide the school with ~~the~~ back-up medication approved on this form; and
7. I agree that the student will maintain their own self-administration records.

Parent/Guardian Signature: _____ Date: _____

Address: _____

Home Phone: _____ Cell#: _____ Work#: _____

Self-Administration Authorization Additional Information:



Policy 504.31-E3 Parent/Guardian Authorization and Release Form for Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student (NEW POLICY)

Student's Name (Last, First, Middle): _____

Birth day: _____ **Building:** _____ **Date:** _____

I request the above-named student (Parent/guardian initial below all that apply):

_____ Carry and complete co-administration of prescribed medication, when competency has been demonstrated to licensed health personnel working under the auspices of the school. In accordance with applicable laws, students with asthma, airway constricting diseases, respiratory distress, or students at risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parent/guardian and prescribing licensed health care professional regardless of competency. The information provided by the parent/guardian for medication administration is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to provide safe delivery of the medication to and from school and to pick up remaining medication at the end of the school year or when medication is expired. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent/guardian.

Prescribed Medication: _____ Dosage: _____ Route: _____ Time: _____

_____ Co-administer, participate in planning, management, and implementation of special health services at school and school activities after demonstration of proficiency to licensed health personnel working under the auspices of the school. The information provided by the parent/guardian for health service delivery is confidential as provided by the Family Education Rights and Privacy Act (FERPA) and any other applicable laws. I agree to coordinate and work with school personnel and the prescriber (if indicated) when questions arise. I agree to provide safe delivery of the student's equipment necessary for health service delivery to and from school and to pick up remaining equipment at the end of the school year.

Special Health Services Delivery: _____

Procedures for abandoned medication disposal shall be in accordance with applicable laws.

Prescriber's Signature (and credentials when indicated for health service delivery):

_____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone: _____ Address: _____

Policy 504.31-E4 Parent/Guardian Authorization and Release Form for Administration of Voluntary School Stock of Over-the-Counter Medication to Students (NEW POLICY)

Student's Name (Last, First, Middle): _____

Birth day: _____ Building: _____ Date: _____

The district supplies the following nonprescription, over-the-counter medications that are listed below. Generic brands may be substituted (*Select all that apply*):

- Acetaminophen administered per manufacturer label
- Ibuprofen administered per manufacturer label

Voluntary school stock of nonprescription, over-the-counter medications are administered following these guidelines:

- a. Parent/guardian has provided a signed, dated annual authorization to administer of the nonprescription, over-the-counter medication(s) listed according to the manufacturer instructions. Electronic signature meets the requirement of written signature.
- b. The nonprescription, over-the-counter medication is in the original, labeled container and dispensed per the manufacturing label.
- c. All other nonprescription, over-the-counter medication not listed will require a written parent/guardian authorization and supply for the over-the-counter medication.
- d. Supplements are not nonprescription, over-the-counter medications approved by the Federal Drug Administration (FDA) and are **NOT** applicable.
- e. Nonprescription, over-the-counter medications approved by the FDA that require emergency medical service (EMS) notification after administration are **NOT** applicable.
- f. Persons administering nonprescription, over-the-counter medication include licensed health personnel working under the auspices of the school and individuals, whom licensed health personnel have delegated the administration of medication with valid certification who have successfully completed a medication administration course approved by the department and annual medication administration procedural skills check.
 - o Districts stocking the administration of a voluntary stock of nonprescription, over-the-counter medications, collaborate with licensed health personnel to develop and adopt a protocol shared with the parent/guardian to define at a minimum:
 - When to contact the parent/guardian when a nonprescription medication, over-the-counter medication is administered;
 - Documentation of the administration of the nonprescription, over-the-counter medication and parent/guardian contact;
 - A limit to the administration of a school's stock nonprescription, over-the-counter medications that would require a prescriber signature for further administration of a school's nonprescription, over-the-counter medications for the remaining school year; and
 - The development of an Individual Health Plan (IHP) for ongoing medication administration or health service delivery at school.

I request the above-named student receive the voluntary stock nonprescription, over-the-counter medications supplied by the school in accordance with the district guidelines and protocol.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Address: _____ Phone: _____

Policy 504.32 Stock Prescription Medication Supply

The Linn-Mar Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of potentially life-threatening incidents including severe allergic reactions, respiratory distress, and opioid overdose. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors, bronchodilator canisters and spacers, and/or opioid antagonists from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to administer to a student or individual who may be experiencing an anaphylactic reaction, respiratory distress, or acute opioid overdose.

Procurement and Maintenance of Supply: The district shall stock a minimum of the following for each attendance center:

- a) Two epinephrine auto-injectors;
- b) Two bronchodilator canisters ~~or~~ and spacers; and
- c) ~~One~~ Two doses ~~of~~ naloxone or other opioid antagonist.

The supply of such medications shall be maintained in a secure, ~~dark, temperature-controlled location in each school building~~ easily accessible area for an emergency within the school building, or in addition to other locations as determined by the district.

The school nurse or trained and authorized personnel shall routinely check stock of medication and document in a log monthly:

1. The expiration date;
2. Any visualized particles or color change for epinephrine auto-injectors, or
3. ~~Any color changes~~ Bronchodilator canister damage.

The school nurse or trained and authorized personnel shall be responsible for ensuring the district replaces, as soon as reasonably possible, any logged epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist that is ~~used~~ empty after use, damaged, or close to expiration, ~~discolored, or has particles visible in the liquid~~. The district shall dispose of stock medications and delivery devices in accordance with state laws and regulations.

Training: A school nurse or personnel trained and authorized may provide or administer any of the medications listed in this policy from a school supply to a student or individual if the authorized personnel or school nurse reasonably and in good faith believes the student or individual is having an anaphylactic reaction, respiratory distress, asthma or other airway-constricting disease, or opioid overdose. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist shall consist of the requirements of medication administration established by law and an annual anaphylaxis, asthma, other airway-constricting disease, opioid overdose training program approved by the Department of Education.

Authorized personnel will be required to **retake the medication administration course, training program, and** provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors, bronchodilator canisters or spacers, or opioid antagonist to retain authorization to administer these medications if the following occur:

- a. Failure to administer ~~an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist to a student or individual by proper route, failure to administer the correct dosage, or failure to administer~~ an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist according to generally accepted standards of practice ("medication error"); or
- b. Accidental ~~injection of an epinephrine auto-injector or opioid antagonist into a digit of the authorized personnel~~ **injury to school personnel related to improperly** administering the medication ("medication incident").

Reporting: Authorized personnel will contact the school nurse or emergency medical services (911) immediately after a stock bronchodilator canister is administered to a student or individual. The school nurse retains accountability for professional nursing judgment with the administration of stock bronchodilator and whether to contact emergency medical services in accordance with Iowa law.

The district will contact emergency medical services (911) immediately after a stock epinephrine auto-injector ~~bronchodilator canister or spacer,~~ or **stock** opioid antagonist is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

1. Each medication incident with the administration of stock epinephrine; bronchodilator canister or spacer, or opioid antagonist;
2. Each medication error with the administration of stock epinephrine, bronchodilator canister or spacer, or opioid antagonist; and
3. Administration of a stock epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector, bronchodilator canister or spacer, or opioid antagonist provided they acted reasonably and in good faith.

The superintendent [or designee] may develop an administrative process to implement this policy.

Adopted: 4/16

Reviewed: 11/17; 12/20

Revised: 3/23; 4/23

Related Policy: 504.31; 504.31-E1-E2

Legal Reference (Code of Iowa): §§ 135.185, .190; 279.8; 281 IAC 14.3; 655 IAC 6.2(2)

IASB Reference: 804.05

Policy 601.2 School Calendar

The school calendar will accommodate the education program of the school district. The school calendar ~~will be~~ **is** for a minimum of ~~191 days or 1,215~~ **180 days of 1,080** hours and includes but ~~is not be~~ limited to, the days for student instruction, staff development, in-service days, and teacher conferences. **Each year the minimum school calendar may include up to 5 days or 30 hours of instruction delivered primarily over the internet.**

~~The academic school year for students will be for a minimum of 180 days or 1,080 hours in the school calendar.~~ The academic school year for students ~~will~~ **shall** begin no sooner than August 23. Employees may be required to report to work **at the school district** prior to this date.

Special Education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program (IEP).

The board, ~~following state code in its discretion,~~ may excuse graduating seniors from up to five days ~~of instruction~~ or 30 hours of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It is the responsibility of the superintendent [or designee] to develop the school calendar for recommendation, approval, and adoption by the board annually.

The board may amend the official school calendar when the board considers the change to be in the best interest of the school district's education program. The board ~~will~~ **shall** hold a public hearing on any proposed school calendar prior to adopting the school calendar.

Policy 602.27 Selection of Instructional Materials

The board recognizes that the selection of instructional materials is a vital component of the school district's curriculum. The board has sole discretion to approve instructional materials for the district. The board delegates its authority to determine which instructional materials will be utilized and purchased by the district to licensed employees. The licensed employees will work closely together to ensure vertical and horizontal articulation of instructional and library materials in the education program.

The superintendent may appoint an ad hoc committee to assist the licensed employees in selecting instructional materials. The committee may be composed of any of the following groups of stakeholders: school district employees, parents, ~~students~~, community members, or representatives of community groups.

In reviewing current instructional materials for continued use and in selecting additional instructional materials, licensed employees will consider the current and future needs of the district as well as the changes and the trends in education and society. It is the responsibility of the superintendent [or designee] to report to the school board the action taken by the selection committee.

In making its recommendations to the superintendent, the licensed employees will select materials which:

- Support the educational philosophy, goals, and objectives of the district;
- Meet high standards of quality in factual content and presentation;
- Consider the needs, age, and maturity of students;
- Are within the school district's budget;
- Foster respect and appreciation for cultural diversity and difference of opinion;
- Stimulate growth in factual knowledge and literary appreciation;
- Encourage students to become decision-makers, to exercise freedom of thought, and to make independent judgment through the examination and evaluation of relevant information, evidence, and differing viewpoints;
- Portray the variety of careers, roles, and lifestyles open to all people; and
- Increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society.

In the case of textbooks, the school board will make the final decision after a recommendation from the superintendent [or designee]. The criteria stated above for selection of instructional materials will also apply to the selection of textbooks. The superintendent may appoint licensed employees to assist in the selections of textbooks.

Gifts of instructional materials must meet these criteria stated above for the selection of instructional materials. The gift must be received in compliance with *Policy 802.7 Gifts, Grants, and Bequests*.

The superintendent [or designee] will establish additional criteria to guide the selection of instructional materials through administrative regulation, ensuring alignment with educational goals.

Adopted: 12/73

Reviewed: 6/11; 6/12; 9/13; 1/18; 2/21

Revised: 4/15; 3/23

Related Policy: 602.10-13; 602.27-R

Legal Reference (Code of Iowa): §§ 279.8, .74; 280.14; 301; 281 IAC 12.3(12)

IASB Reference: 605.01-03

Mandatory Policy

Policy 602.27-R Administrative Regulations Regarding Selection of Instructional Materials

Responsibility for Selection of Instructional Materials

- A. The board is responsible for materials relating to the district's instructional program.
- B. The responsibility for the selection of instructional materials is delegated to the professionally trained and licensed employees of the school system.
- C. While selection of materials may involve many people including administrators, teachers, teacher-librarians, students, parents, and community members, the responsibility for coordinating the selection of most instructional materials and making the recommendation for the purchase rests with licensed employees ~~including teacher librarian selection of materials for school libraries.~~
- D. Responsibility for coordinating the selection of instructional materials for distribution to classes will rest with the licensed employees, administrators, and superintendent.
- E. If the superintendent appoints an ad hoc committee to make recommendations on the selection of instructional materials, the ad hoc committee is formed and appointed in compliance with [Policy 203.8 Ad Hoc Committees](#).

1. The superintendent [or designee] will inform the committee of their role and responsibilities.
2. The following, or similar, statement is to be given to the ad hoc committee members:

Bear in mind the principles of the freedom to learn and to read and base your decisions on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts should not be pulled out of context. The values and faults should be weighed against each other, and the opinions based on the material as a whole.

In the event material is challenged, your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of our discussion of the questioned materials.

Materials Selected for Use in Libraries and Classrooms will Meet these Guidelines:

- A. Religion: Materials will represent any religions in a factual, unbiased manner. The primary source material of religions is considered appropriate, but material which advocates rather than informs or is designed to sway reader judgment regarding religion will not be included in school libraries or classrooms.
- B. Racism: Materials will present a diversity of race, custom, culture, and belief as a positive aspect of the nation's and world's heritage and give candid treatment to unresolved intercultural problems including those which involve prejudice, discrimination, and the undesirable consequences of withholding rights, freedom, or respect of an individual.
Required materials will comply with all applicable laws.
- C. Sexism: Materials will reflect sensitivity to the needs, rights, traits, and aspirations of individuals without preference or bias. **Required materials will comply with all applicable laws.**

- D. Age: Materials will recognize the diverse contributions of various age groups and portray the continuing contributions of maturing members of society.
- E. Ideology: Materials will present basic primary and factual information on an ideology or philosophy of government which exerts or has exerted a strong force, either favorably or unfavorably, over civilization or society, past, or present. The materials will not be selected with the intention to sway reader judgment and is related to the maturity level of the intended audience.
- F. Profanity and Sex: Material **complies with all applicable laws and** is subjected to a test of literary merit and reality by the teacher-librarians and licensed employees who will take into consideration their reading of public and community standards of morality.
- G. Materials regarding controversial issues will be directed toward maintaining a balanced collection representing various views.

The selection decision should be made on the basis of whether the materials present an accurate representation of society and culture, whether the circumstances depicted are realistically portrayed, or whether the materials have literary or social value when viewed as a whole.

These guidelines will not be construed in such a manner as to preclude materials which accurately represent the customs, morals, manners, culture, or society of a different time or a different place.

Procedures for Selection

Materials purchased for libraries and classrooms are recommended for purchase by licensed employees in consultation with administrators, teacher-librarians, students, or an ad hoc committee as appointed by the superintendent. The materials recommended for purchase are approved by the appropriate administrator.

1. The materials selected will support stated objectives and goals of the district. Specifically, the goals are:
 - a. To acquire materials and provide service consistent with the demands of the curriculum;
 - b. To develop student skills and resourcefulness in the use of libraries and learning resources;
 - c. To effectively guide and counsel students in the selection and use of materials and libraries;
 - d. To foster wide range of significant interests in students;
 - e. To provide opportunities for aesthetic experiences and development of an appreciation of the fine arts;
 - f. To provide materials to motivate students to examine their own attitudes and behaviors and comprehend their own duties and responsibilities as citizens in a pluralistic democracy;
 - g. To encourage life-long education through the use of the library; and
 - h. To work cooperatively and constructively with the instructional staff and administrators in the school and district.

2. Materials selected are consistent with stated principles of selection which are:
 - a. To select materials within established standards which will meet the goals and objectives of the district;
 - b. To consider the educational characteristics of the community in the selection of materials within a given category;
 - c. To present the ~~sexual~~ racial, religious, and ethnic groups in the community by:

1. Portraying people, adults and children, whatever their ethnic, religious, or social class identity as human and recognizable displaying a familiar range of emotions, both negative and positive.
 2. Placing no constraints on individual aspirations and opportunity.
 3. Giving comprehensive, accurate, and balanced representation to minority groups and women in art, science, history, literature, and in all other fields of life and culture.
 4. Providing abundant recognition of minority groups and women by frequently showing them in positions of leadership and authority.
- d. To intelligently, quickly, and effectively anticipate and meet needs through awareness of subjects of local, national, and international interest and significance; and
- e. To strive for impartiality in the selection process.

3. Materials selected will meet stated selection criteria which are:

- a. Authority/Author's Qualifications: Education, experience, and previously published works;
- b. Reliability:
 1. Accuracy: Meaningful organization and emphasis on content, meets the material's goals and objectives, and presents authoritative and realistic factual material.
 2. Current: Presentation of content which is consistent with the finding of recent and authoritative research.
- c. Treatment of Subject: Shows an objective reflection for the multi-ethnic character and cultural diversity of society.
- d. Language:
 1. Vocabulary:
 - a. Does not indicate bias by the use of words which may result in negative value judgments about groups of people ~~without meaning of context~~; and
 - b. Does not use "man" or similar limiting word usage in generalizations or ambiguities which may cause others to feel excluded or dehumanized.
 2. Compatible to the reading level range of the students for whom it is intended.
- e. Format:
 1. Books:
 - a. Adequate and accurate index;
 - b. Paper of good quality and color;
 - c. Print adequate and well-spaced;
 - d. Adequate margins;
 - e. Firmly bound; and
 - f. Cost.
 2. Non-Books:
 - a. Flexibility and adaptability;
 - b. Curricular orientation of significant interest to students;
 - c. Appropriate for audience;
 - d. Accurate, authoritative presentation;
 - e. Good production qualities (fidelity and aesthetically adequate);
 - f. Durability; and

- g. Cost.
 - 3. Illustrations of Books and Non-Book Materials:
 - a. Depicts instances of fully integrated groupings and settings to indicate equal status and non-segregated social relationships ~~(Exception would be primary sources used as reference documents);~~
 - b. Makes clearly apparent the identity of minorities; and
 - c. Contains pertinent and effective illustrations.
 - 4. Flexible to enable teachers to use parts at a time and not follow a comprehensive instructional program based on a rigid frame of reference, ~~unless appropriate to pedagogy.~~
- f. Special Features:
- 1. Bibliographies
 - 2. Glossary
 - 3. Current charts, maps, etc.
 - 4. Visual aids
 - 5. Index
 - 6. Special activities to stimulate and challenge students
 - 7. Provides a variety of learning activities, strategies, and skill development that can be anchored on standards for learning.
- g. Potential Use Considerations
- 1. Will it meet the requirements of reference work?
 - 2. Will it help students with personal problems and adjustments?
 - 3. Will it serve as a source of information for teachers and librarians?
 - 4. Does it offer an understanding of cultures other than the student's own and is it free of racial, religious, age, disability, ethnic, gender identity, and sexual stereotypes?
 - 5. Will it expand students' sphere of understanding and help them to understand the ideas and beliefs of others?
 - 6. Will it help students and teachers keep abreast of and understand current events?
 - 7. Will it foster and develop hobbies and special interests?
 - 8. Will it help develop aesthetic tastes and appreciation?
 - 9. Will it serve the needs of students with special needs?
 - 10. Does it inspire learning?
 - 11. Is it relevant to the subject?
 - 12. Will it stimulate a student's interest?
4. Gifts of library or instructional materials may be accepted if the gifts meet existing criteria for library and instructional materials. The acceptance and placement of such gifts is within the discretion of the superintendent [or designee].
5. In order to provide a current, highly usable collection of materials, teacher-librarians will ensure constant and continuing renewal of the collection, not only the addition of up-to-date materials but by the judicious elimination of materials which no longer meet district needs or are being used. The process of weeding instructional materials will be done according to established and accepted standards for determining the relevance and value of materials in a given context.

~~e. Procedure to start basic collection:~~

- ~~1. With the assistance of a reputable vendor in collaboration with the teacher-librarian, the collection will begin with the vendor's selected core collection~~

~~based on curriculum areas submitted by the teacher librarian. Additional titles will be added to the core collection using resources such as the American Library Association's Top 100 List, Children's Catalog, knowledge of children's authors and illustrators, Caldecott and Newbery Award-winning titles, and staff recommendations.~~

~~=~~

~~f. Procedures to add to the collection:~~

- ~~1. The teacher librarian will utilize a variety of selection aids including, Booklist, School Library Journal, Horn Book, newspaper reviews, Publisher's Weekly, Library Talk, School Media Journal, Sparks, Bulletin of the Center for Children's Books, Library Media Connections, Kirkus Reviews, publisher recommendations from adopted curricular areas (Science, Social Studies, Six Traits of Writing, etc.), and student and staff requests.~~
- ~~2. Consideration of district curriculum needs of the individual school and student.~~
- ~~3. Consideration of reading interests, abilities, and developmental levels of students using the library media center.~~
- ~~4. Literary quality of the materials.~~
- ~~5. Attractiveness and durability of the physical book and/or materials.~~
- ~~6. Assurance of use for the intended use, or appropriate requested use.~~

Adopted: 12/73

Reviewed: 6/11; 5/12; 9/13; 1/18; 2/21

Revised: 4/15; 3/23

Related Policy: 602.10-13; 602.27

Legal Reference: SF496

IASB Reference: 605.01-R(1)

Policy 602.28 Instructional and Library Materials Inspection and Display

Parents and other members of the school district community may view the instructional and library materials used by the students. All instructional materials including teacher's manuals, media, or other supplementary materials which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents.

Instructional and library materials may be viewed on district premises.

The district will publish on the district website a comprehensive list of all books available to students in libraries operated by the school district.

It is the responsibility of the superintendent [or designee] to develop administrative regulations regarding the inspection of instructional materials.

Policy 602.28-E1 Request to Prohibit a Student From Accessing Specific Instructional and Library Materials (NEW POLICY)

Request to prohibit a student from checking out certain instructional materials to be submitted to the superintendent. *Please complete one form per student.*

Request Initiated By:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Student: _____

School: _____ Grade Level: _____

Requestor's Relationship to Student: *(Must be parent/legal guardian)* _____

Book or Other Printed Material to Prohibit Student from Accessing:

Author: _____ Hardcover _____ Paperback _____ Other _____

Title: _____

Publisher (if known): _____

Date of Publication: _____

Multimedia Material to Prohibit Student from Accessing:

Title: _____

Producer (if known): _____

Type of Material (filmstrip, motion picture, etc.): _____

Requestor's Signature: _____ Date: _____

Policy 604.6 School Library

The school district will maintain a school library in each student attendance center for use by students and employees during the school day.

Materials for the libraries will be acquired ~~according to~~ consistent with all applicable laws and [Policy 602.27 Selection of Instructional Materials](#). The district shall provide access to all parents and guardians of students enrolled in the district an online catalog of all books available to students in the school libraries. This access will be displayed on the district's website.

Any challenges to library materials will be handled following the process for handling challenges to instructional and library materials as established in [Policy 602.29 Objection to Instructional and Library Materials](#).

It is the responsibility of the building principal in which the school library is located to oversee the use of library materials.

It is the responsibility of the superintendent [or designee] to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, and for the weeding of library and instructional materials.

Adopted: 3/99

Reviewed: 7/11; 9/12; 10/13; 4/18; 6/21

Revised: 2/15; 3/23

Related Policy: 602.16; 602.16-R; 602.27; 602.27-R; 602.28; 602.28-E1; 602.29; 602.29-R; 602.29-E1

Legal Reference (Code of Iowa): §§ 256.7(24); 256.11(9); 279.8, .50; 280.6, .14; 301; 281 IAC 12.3(11), (12)

IASB Reference: 605.05

Mandatory Policy

Policy 605.2 Testing Program

A comprehensive testing program will be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and families.

The purpose of assessments is to measure individual student achievement. As students progress through the educational program, their progress as learners is to be assessed consistently in the classroom with regard to attainment of the essential learnings and curriculum standards, including content and process, as outlined in the district's curriculum maps.

Assessments shall include formative assessments designed to monitor learning and adjust instruction, to optimize student achievement as appropriate, and summative assessments for the purpose of measuring achievement of curriculum standards.

In addition to formative and summative assessments, the district will employ standardized norm-referenced testing systems for reporting student progress and comparison of student performance, as well as benchmarking with other comparable school districts.

No student ~~shall be~~ is required as part of any applicable program funded by the United States Department of Education to submit, ~~without prior written consent from the student's parent, guardian, or legal custodian~~ to surveys, analysis, or evaluation which reveals information concerning: ~~the following~~

- a. Political affiliations or beliefs of the student or the student's parents, ~~or guardians, or legal custodians;~~
- b. Mental and psychological problems of the student or the student's family
- c. Sexual behaviors and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behaviors;
- e. Critical appraisals of other individuals with whom students have close family relationships;
- f. Legally recognized, privileged, and analogous relationships such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's ~~family~~ parent or guardian; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

without the prior consent of the student (if the student is an adult or emancipated minor) or, in the case of an unemancipated minor, without the prior written consent of the ~~parent, guardians, or legal custodians.~~ parent.

Prior to an employee or contractor of the district providing information on a student enrolled in the district on any survey related to the social or emotional abilities, competencies, or characteristics of the student; the district will provide the parent/guardian of the student detailed information related to the survey and obtain written consent of the parent/guardian of the student. This includes the person who created the survey, the person who sponsors the survey, how the information generated by the survey is used, and how information generated by the survey is stored. This requirement will not prohibit a district employee from answering questions related to a student enrolled in the district as part of developing or implementing an Individualized Education Program (IEP) for the student.

It is the responsibility of the superintendent [or designee] in conjunction with building principals to develop administrative regulations regarding this policy.

It is also the responsibility of the superintendent [or designee] to provide the school board with annual reports on the testing program.

Adopted: 6/70

Reviewed 5/11; 2/15; 4/18; 6/21

Revised: 9/12; 10/13; 12/16; 6/20

Legal Reference (Code of Iowa): 280.3; 20 USC 1232h

IASB Reference: 505.04

Policy 801.3 Transfer of Funds

The board may loan monies between funds through an official board resolution. The resolution must specify the funds from which and to which the transfer will be made. The board will exercise this authority judiciously.

When the necessity for a fund has ceased to exist, or when the board is given authority to transfer categorical or other funds and has met the conditions of exercising the authority, the balance may be transferred to another fund or account or the expenditures may be directed by board resolution, as required. School district monies received for a specific purpose or upon vote of the people may only be transferred by board resolution when the purpose for which the monies were received has been completed or when authority to exercise local discretion to expend funds flexibility has been granted. Voter approval is required to transfer monies to the general fund from the capital projects fund and debt service fund unless state authority allows such a transfer without a vote.

If all requirements for district use of funds under the Preschool Foundation Aid, Professional Development Supplement, Home School Assistance Program, Teacher Leadership Supplement, or any discontinued fund have been met and funds remain unexpended and unobligated at the end of the fiscal year, the district may transfer all or a portion of remaining funds by passage of a board resolution into the district's flexibility account in accordance with law. Before the expenditure of amounts in the flexibility account, the district shall publish notice of the time, date, and place of a public hearing on the proposed resolution approving said expenditures. The board must find and certify that the statutory requirements of each original source of funds have been met before adopting the resolution approving the expenditures. The district will present a copy of the signed board resolution to the Department of Education.

The district may transfer by board resolution from the general fund to the student activity fund an amount needed to purchase or refurbish protective and safety equipment required for any extracurricular, interscholastic athletic contest or competition sponsored or administered by the Iowa High School Athletic Association (IHSAA) or Iowa Girls High School Athletic Union (IGHSAU).

If the before and after school program exceeds the amount necessary to operate the program, the excess amount may, following public hearing, be transferred by resolution of the school board for deposit into the general fund to be used for district general fund purposes. The district will present a copy of the signed board resolution to the Department of Education.

The district may choose to request approval from the School Budget Review Committee (SBRC) to transfer funds to make a program whole prior to its elimination.

A temporary transfer, a loan from one fund to another, will be at a rate of interest consistent with the state rate. The loan will be paid off by October 1st of the following fiscal year to which the loan was made.

It is the responsibility of the board secretary [or designee] to make recommendations to the superintendent and the board regarding loans and transfers and to provide supporting evidence for the transfer.

Adopted: 6/70

Reviewed: 10/12; 5/15; 12/18

Revised: 7/10; 12/13; 9/21; 1/22

Legal Reference (Code of Iowa): §§ 24.21-22; 257.10; 279.8; 279.42; 298A; 289 IAC 6

IASB Reference: 701.02

Policy 805.2 Care, Maintenance, and Disposal of Records

School district records are housed in the central administration office of the school district. It is the responsibility of the superintendent and board secretary [or designees] to oversee the maintenance and accuracy of the records. The following records are kept and preserved according to the schedule below:

Record	Length of Time
Secretary's financial records	Permanently
Treasurer's financial records	Permanently
Open meeting minutes of the Board of Directors	Permanently
Annual audit reports	Permanently
Annual budgets	Permanently
Permanent records of individual students	Permanently
School election results	Permanently
Real property records (e.g., deeds, abstracts, etc.)	Permanently
Records of payment of judgments against the district	20 years
Bonds and bond coupons	11 years, after maturity, cancellation, transfer, redemption, and/or replacement
Written contracts	10 11 years
Cancelled warrants, check stubs, bank statements, bills, invoices, and related records	5 years
Recordings and minutes of closed meetings	1 year
Program grants	As determined by the grant
Non-payroll personnel records	10 7 years after leaving the district
Payroll personnel records	3 years after leaving the district
Employment applications	2 years
Payroll records	3 years
School meal program accounts/records	3 years after submission of the final claim for reimbursement

In the event that any federal or state agency requires a record to be retained for a period of time longer than that listed above for audit purposes or otherwise, the record will be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Current employee records are housed in the central administration office of the district. Records of employees no longer working for the district can be stored in a secure off-site location. Employee records will be maintained by the superintendent [or designee], the building administrator, immediate supervisor, human resources director, and the board secretary.

The permanent and cumulative records of students currently enrolled in the district are housed in the central administration office of the attendance center where the student attends. Permanent records will be housed in a fire resistant safe or vault or electronically

with a secure backup file. The building administrator [or designee] is responsible for keeping these records current. Permanent records of students who have graduated or are no longer enrolled in the district will be housed in an appropriately safe and secure storage area or facility and will be retained permanently. These records will be maintained by the superintendent [or designee]. Special education records will be maintained in accordance with the law.

The superintendent [or designee] may digitize or otherwise electronically retain district records and may destroy paper copies of the records. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record and which remains accessible for later reference meets the same legal requirements for retention as the original paper record.

Adopted: 6/99

Reviewed: 10/12; 12/18; 1/22

Revised: 5/15; 4/16

Related Policy: 403.16-16R; 505.61

Legal Reference (Code of Iowa): §§ 22.3; 22.7; 91A.6; 279.8; 291.6; 554D.114; 554D.119; 614.1 (13); 281 IAC 12.3(4); 41.624

IASB Reference: 708

Policy 403.7-E1 FMLA Leave Request and Employee Obligation/Requirement Form

I, _____, request family and medical leave for the following reason(s):

(Check all that apply)

- For the birth of my child. (Employees will be required to use the following leaves if available and applicable: personal illness, family illness, personal days, and paid vacation.)
- For the placement of a child for adoption or foster care. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation.)
- To care for my child who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- To care for my spouse who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- To care for my parent who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- Because I am seriously ill and unable to perform the essential functions of my position. (Employees will be required to use the following leaves if available and applicable: personal illness, personal days, and paid vacation.)
- Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation.)
- Because I am the ___spouse; ___son or daughter; ___parent; ___next of kin of a covered service member with a serious injury or illness. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)

I understand that when the required paid leave has been used the remainder of the 12 weeks under the Family Medical Leave Act shall be unpaid.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the district.

I request that my family and medical leave begin on _____, and I request leave as follows: *(Check one)*

Continuous: I anticipate that I will be able to return to work on _____

Intermittent leave for the:

- Birth of my child or adoption or foster care placement subject to agreement by the district.
- Serious health condition of myself, child, spouse, or parent when medically necessary.
- Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation).
- For the care of my ___spouse; ___son or daughter; ___parent; ___next of kin of a covered service member with a serious injury or illness. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____

Reduced work schedule for the:

- ___ Birth of my child or adoption or foster care placement subject to agreement by the district.
- ___ Serious health condition of myself, child, spouse, or parent when medically necessary.
- ___ Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days and paid vacation).
- ___ For the care of my ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize the impact on school operations.

While on family and medical leave I agree to pay my regular contributions to employer-sponsored benefit plans. My contributions shall be deducted from monies owed me during the leave period. If no monies are owed me, I shall reimburse the school district by personal check (cash) for my contributions. I understand that I may be dropped from employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the district for any payment of my contributions with deductions from future monies owed to me, or the district may seek reimbursement for payments of my contributions in court.

I acknowledge my obligation to provide medical certification within 15 days of filing this request for my serious health condition or that of a family member in order to be eligible for family and medical leave, and that I have received the appropriate medical form.

I acknowledge that if this request for leave qualifies as family and medical leave it will be deducted from my annual 12-week entitlement.

I acknowledge that the above information is true to the best of my knowledge.

Employee's Printed Name

Employee's Signature

Date

Return to:

Linn-Mar Community School District

~~Cathy Gauger~~ Human Resources Office

2999 North 10th Street, Marion, IA 52302

Phone: 319-447- 3053 / Fax: 319-377-9252

Email: ~~cgauger@linnmar.k12.ia.us~~



Policy 403.7-E8 Medical Documentation of Absence

It is the practice of the Linn-Mar Community School District to require a fitness-for-duty certificate from their physician if an employee has been absent for one calendar week or more due to the employee's personal injury or illness, prior to reporting back to work.

Please see the attached job description to determine return to full duties or restrictions as necessary.

_____ may return to full duties without restrictions on _____.
Employee Name Date

OR

Due to illness/injury on _____ (Date), this employee is not capable of performing the essential functions of their job.

Please indicate any restrictions below and the duration of the restrictions.

Comments: _____

Anticipated date employee can return to full, unrestricted duty: _____

Physician's Printed Name: _____ Date: _____

Physician's Signature: _____

Business Address: _____

Business Phone: _____

Return form to:
Linn-Mar Community School District
~~Cathy Gauger~~ Human Resources Office
2999 N 10th Street, Marion, IA 52302
Phone: 319-447-3053 / Fax: 319-377-9252
Email: ~~cgauger@linnmar.k12.ia.us~~



Price Quote

Exhibit 701.1

8860 E. Chaparral Rd
Suite 100
Scottsdale, AZ 85250
877-725-4257

Date 8/14/2023
Quote No. Q-08053
Acct. No. 12210239
Total USD 21,907.00
Pricing Expires 1/20/2024

Linn-MAR Community School District
2999 10th St
Marion IA 52302
United States

Payment Term	Contract Start	Contract End
Net 30	8/28/2023	8/27/2024

Site	Description	Comments	End Date	Qty	Per Unit	Amount
Linn-MAR Community School District	EL Language Arts Student Single User - Grade 7		08/27/2024	580	19.00	11,020.00
	EL Language Arts Student Single User - Grade 8		08/27/2024	573	19.00	10,887.00
	Shipping and Handling (ILC)	Shipping and Handling fee covers all physical materials listed above for the duration of the term.	08/27/2024	1	0.00	0.00

Subtotal	USD 21,907.00
Tax Total	USD
Total	USD 21,907.00

Imagine Learning will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Imagine Learning will invoice the customer for the additional usage.

This quote is subject to Imagine Learning LLC Standard Terms and Conditions . These Terms and Conditions are available at www.imaginelearning.com/standard-terms-and-conditions, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Imagine Learning's written consent.

Linn-MAR Community School District
Signature:

Print Name: _____
 Title: Brittania Morey
School Board President
 Date: _____

Imagine Learning Representative

Tosha Vogel
Account Executive -
tosha.vogel@imaginelearning.com
imaginethefutureoflearning.com

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@imaginelearning.com or fax to 480-423-0213.



The INSPIRE LEARNING.
UNLOCK POTENTIAL.
EMPOWER ACHIEVEMENT.

**SCHOOL BOARD MEETING
AUGUST 14, 2023**

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The Linn-Mar Board of Directors meeting was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Morey, Nelson, Rollinger, Walker, Wall, and Weaver. Administration present: Kortemeyer, Nicholson, Christian, Frick, Ramos, Read, and Wear.

200: ADOPTION OF AGENDA – Motion 010-08-14

MOTION by Weaver to adopt the agenda as presented. Second by Walker. Voice vote, all ayes. Motion carried.

300: INFORMATIONAL REPORTS/DISCUSSIONS

301: Board Retreat

Board members reported that during their July 25th retreat they enjoyed participating in the board development discussion facilitated by IASB and further discussion on the district's five-year strategic plan.

302: Marion City Council

Morey reported that during the July 20th Marion City Council meeting approval was given for a preliminary housing addition located north of East Robins Road and west of Alburnett Road. Wall reported that during the August 3rd meeting the Council approved the installation of stop signs at Osage Court and Winslow Road, Stable Ridge Drive and Alburnett Road, and Silver Ridge Road and Echo Hill Road.

303: Superintendent's Report – Exhibit 303.1

Superintendent Kortemeyer reported that several beginning of the year meetings were recently held including an orientation session for new administrators and her first Leadership Team meeting. Kortemeyer also reported the district hired 39 new teachers for 2023-24 and shared an update on the district's various construction projects.

400: UNFINISHED BUSINESS

401: Strategic Plan – Exhibits 401.1-3

President Morey facilitated a discussion on the district's strategic plan.

MOTION by Buchholz to approve the five-year Strategic Plan as discussed. Second by Nelson. Voice vote, all ayes. Motion carried. **Motion 011-08-14**

402: Legislative Priorities – Exhibit 402.1

President Morey facilitated a discussion on the board's 2023-24 legislative priorities. The board agreed on their 2023-24 legislative priorities as: #14 School Funding Policy, #6 Dropout/At Risk, #19 Local Accountability and Decision-Making, and #7 Mental Health (with the addition of school counselors and an additional bullet point stating, "Opposing policies with detrimental effects to marginalized populations mental health"). The board also agreed to lobby for #11 Teacher Recruitment and Licensure.

MOTION by Buchholz to approve the 2023-24 legislative priorities as discussed. Second by Weaver. Voice vote, all ayes. Motion carried. **Motion 012-08-14**

403: Acceptance/Approval of Substantial Completion – Exhibit 403.1 **Motion 013-08-14**

MOTION by Wall to accept the certificate of substantial completion for the Linn-Mar High School main gym sanding/resurfacing project and approve final payment to BeeBe Hardwood Floors in the amount of \$33,600.00. Second by Nelson. Voice vote, all ayes. Motion carried.

500: NEW BUSINESS

501: Metro Inter-Agency Insurance Program Reps for 2023-24 **Motion 014-08-14**

MOTION by Walker to approve Karla Christian as the 2023-24 MIIP representative, Laura Pearson as alternate, and Nicole Reddington as the employee representative. Second by Weaver. Voice vote, all ayes. Motion carried.

502: Set Public Hearing **Motion 015-08-14**

MOTION by Buchholz to set a public hearing for August 28, 2023, at 5:00 PM in the boardroom of the Learning Resource Center regarding the early equipment procurement for one (1) generator and two (2) electrical switchboards to support the new performance venue. Second by Wall. Voice vote, all ayes. Motion carried.

503: First Reading of Policy Recommendations – Exhibit 503.1 **Motion 016-08-14**

MOTION by Wall to approve the first reading of the policy recommendations as presented. Second by Walker. Rollinger asked clarifying questions on 403.16-R and 601.2. Walker pointed out an additional wording change to 504 regarding the use of Iowa Dept of Health & Human Services instead of Department of Public Health. Voice vote, all ayes. Motion carried.

- 103.1 Anti-Bullying and Anti-Harassment
- 103.1-R Admin Regulations Regarding Anti-Bullying and Anti-Harassment
- 204.1 Meetings of the School Board
- 204.9 Public Participation in School Board Meetings
- 401.5 Licensed Personnel Professional Development
- 401.15 Child Abuse Reporting by Licensed Personnel
- 403.16-R Admin Regulations Regarding Employee Records
- 403.7-E1 FMLA Leave Request and Employee Obligation/Requirement Form
- 403.7-E8 Medical Documentation of Absence
- 403.22 Staff Development

- 501.6 Non-Resident Students
- 504 Student Health Services
- 504-R (New) Admin Regulations Regarding Student Health Services
- 504.14 (New) Student Disclosure of Identity
- 504.14-E1 (New) Report of Student Disclosure of Identity
- 504.14-E2 (New) Request to Update Student Identity
- 504.31 Administration of Medication to Students
- 504.31-E1 Medication Permission Form
- 504.31-E2 Authorization-Asthma, Airway Constricting, or Respiratory Distress Medication Self Administration Consent Form
- 504.31-E3 (New) Parental Authorization and Release Form for the Independent Self Carry and Administration of Prescribed Medication or Independent Delivery of Health Services by the Student
- 504.31-E4 (New) Parental Authorization and Release Form for the Administration of Voluntary School Stock Over-The-Counter Medication to Students
- 504.32 Stock Prescription Medication Supply
- 601.2 School Calendar
- 602.27 Selection of Instructional Materials
- 602.27-R Admin Regulations Regarding Selection of Instructional Materials
- 602.28 Instructional and Library Materials Inspection and Display
- 602.28-E1 (New) Request to Prohibit a Student From Accessing Specific Instructional Materials
- 604.6 School Library
- 605.2 Testing Program
- 801.3 Transfer of Funds
- 805.2 Care, Maintenance, and Disposal of Records

504: Open Enrollment Requests **Motion 017-08-14**

MOTION by Weaver to approve the open enrollment requests as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

Approved IN	Student Name	Grade	Resident District
	Ajram, Arianna	K	Cedar Rapids CSD
	Backstrom, Keilyn	K	Marion Independent
	Beardsley, Isabel	4	Cedar Rapids CSD
	Farrell, Eleanor	7	Alburnett CSD
	Farrell, Rowan	2	Alburnett CSD
	Jarrard, Nyle	K	Cedar Rapids CSD
	Kiani, Mariam	11	Cedar Rapids CSD
	Kiani, Mohammed	10	Cedar Rapids CSD
	Kneeland, Zarye	1	Marion Independent
	Koppes, Mya	11	Springville CSD
	Lomotsi, Modestine	1	Cedar Rapids CSD
	Merwin, Trinity	10	Cedar Rapids CSD
	Mosher, Oakley	K	Cedar Rapids CSD
	Mulengela, Israel	9	Cedar Rapids CSD
Tooson, Messiah	K	Cedar Rapids CSD	
Winters, Nevaeh	9	Cedar Rapids CSD	

Denied IN	Student Name	Grade	Resident District	Reason
	Kneeland, Adam	3	Marion Independent	Insufficient space

600: CONSENT AGENDA Motions 018-08-14 and 019-08-14

MOTION by Buchholz to approve the consent agenda with the removal of item 605.21. Second by Walker. Voice vote, all ayes. Motion carried.

MOTION by Wall to approve item 605.21 as presented. Second by Walker. Rollinger requested all curriculum agreements be given deeper consideration and discussion before approval. Voice vote. ~~All ayes.~~ Ayes: Buchholz, Morey, Nelson, Walker, Wall, and Weaver. Nays: Rollinger. Motion carried.

601: Personnel**Certified Staff: Assignments/Reassignments/Transfers**

Name	Assignment	Dept Action	Salary Placement
Fridono, Sarah	HP: 6 th Gr Teacher	8/14/23	MA, Step 1
Lynch, Greg	HS: English Teacher	8/14/23	BA+24, Step 15
Steenblock, Maria	From BP 5 th Gr to BW Instructional Coach	8/17/23	Same
Thompson, Bryant	HS: English Teacher	8/14/23	BA, Step 1

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Pitstick, Sydney	EX: 8 th Gr HSP/Reading	6/14/23	Personal
Schminke, Audra	HP: 6 th Gr Teacher	8/14/23	Personal

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Ampey, Anthony	NS: NE Production Manager	8/1/23	\$19.00/hour
Boddicker, Heidi	From LG General Ed Asst to HP Part-Time Paraprofessional	8/17/23	LMSEAA V, Step 6
Booth, Joyce	HS: Student Assistance Specialist	8/1/23	\$52,500/year
Carey, Lindsay	LG: SSA – From Part-Time to Full-Time	8/17/23	Same
Comried, Amy	HS: Student Support Associate	8/17/23	LMSEAA II, Step 1
Cosgrove, Catie	BW: Student Support Associate	8/17/23	LMSEAA II, Step 1
Goodenberger, Beth	LG: General Ed Assistant	8/17/23	LMSEAA I, Step 1
Hamilton, Amanda	IC: Student Support Associate	8/17/23	LMSEAA II, Step 1
Ingalls, Katie	HS: Student Support Associate	8/17/23	LMSEAA II, Step 1
Jencks, Deanna	HS: Custodian	7/28/23	SEIU C, Step 1
Johnson, Carol	NS: WE General Help	8/16/23	PTNS, Step 1
Johnson, NaTaija	LG: Student Support Associate	8/17/23	LMSEAA II, Step 1
McGuire, Amaya	OR: Student Support Associate	8/17/23	LMSEAA II, Step 1
Moen, Kayla	From LG to EH Student Support Assoc	8/17/23	Same
Murphy, Brian	TR: Regular Sub Bus Driver	7/17/23	Step 1
Olinger, Corey	From BP to NE Student Support Assoc	8/17/23	Same
Parikh, Ruchiben	BW: Student Support Associate	8/17/23	LMSEAA II, Step 1
Pearson, Laura	LRC: From Payroll Supervisor to Payroll/Benefits Supervisor	7/1/23	\$85,000/year
Ramos, Tracy	LRC: Total Access/Acct Asst to Payroll/Benefits Technician	7/17/23	\$24.00/hour
Sandhanam, Latha	EH: SSA – From Full-Time to Part-Time	8/17/23	Same
Schilling, Ashley	HS: Student Supervisor	8/17/23	\$15.52/hour
Schuler, Troy	From EX to BP Student Support Assoc	8/17/23	Same
Schwartzhoff, Kristi	LG: From SSA to Paraprofessional	8/17/23	Same
Schweitzer, Avery	HS: Student Support Associate	8/17/23	LMSEAA II, Step 1
Sidman, Christine	NS: OR General Help	8/16/23	PTNS, Step 1
Steinward, Stephanie	NS: OR General Help	8/16/23	PTNS, Step 1

Name	Assignment	Dept Action	Salary Placement
Stewart, Alex	LRC: From Network Administrator to Technology Support Manager	8/1/23	\$85,000/year
Sturenfeldt, Amy	From LG to BW Preschool Associate	8/17/23	Same
Taylor, Mary	TR: Substitute Bus Driver	8/1/23	Step 1
Williams, Estela	NS: From NE Gen Help to HP Lead Baker	8/7/23	SEIU A+.25, Step 1
Williams, Michelle	LG: Student Support Associate	8/23/23	LMSEAA II, Step 1
Wilson, Rylee	HS: Student Support Associate	8/17/23	LMSEAA II, Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Bruns, Catrina	BW: Student Support Associate	8/9/23	Personal
Condit, James	TR: Bus Rider Helper	8/4/23	Personal
Emery, Noreen	NS: IC Satellite Manager	8/7/23	Personal
Johnson, Christin	EX: Student Support Associate	7/5/23	Personal
Keller, Jaime	HP: Lead Baker	7/31/23	Personal
Krambeer, Kathy	HS: Student Support Associate	8/2/23	Personal
Lawrence, Angela	LG: Paraprofessional	8/7/23	Personal
McAllister, Karla	BP: Student Support Associate	7/13/23	Personal
Nowland, Sam	LG: Student Support Associate	7/13/23	Other employment
Olson, Chassidy	EX: Custodian	7/31/23	Relocation
O'Vell, Amy	EH: Student Support Associate	8/1/23	Personal
Praska, Angela	EH: Student Support Associate	8/1/23	Other employment
Ramos, Vince	O&M: Athletic Grounds/Facilities Coord	8/4/23	Other employment
Vick, Kendra	NE: Student Support Associate	7/10/23	Personal
Walker, Donna	HS: Student Support Associate	8/2/23	Other employment
Walker, Kristen	HS: Student Support Associate	7/10/23	Other employment
Walters, Janessa	HS: Student Assistance Specialist	7/10/23	Other employment
Zwiefel, Mallory	HS: Student Support Associate	7/13/23	Relocation

Co/Extra-Curricular Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Armstrong, Jacob	HS: Girls Track Camp	6/5/23	\$500
Armstrong, Tim	HS: Girls Track Camp	6/5/23	\$500
Bair, Teresa	HS: Volleyball Camp	7/31/23	\$1,000
Baldwin, Luke	HS: Asst Varsity Boys Swim Coach	7/20/23	\$3,468
Brinkmeyer, Corey	HS: Football Social Media Promoter	8/7/23	\$2,000
Cannon, Dalton	OR: Asst 8 th Gr Football Coach	8/21/23	\$3,083
Chapman, Kennedy	HS: Asst Varsity Poms Coach	8/7/23	\$1,500
Clark, Hannah	HS: Head Varsity Girls Soccer Coach	3/11/24	\$5,780
Colbert, Marcus	HS: Boys Basketball Camp	6/12/23	\$800
Croy, Bruce	HS: Girls Tennis Camp	6/12/23	\$2,500
Freese, Keirsten	HS: Volleyball Camp	7/31/23	\$600
Gaffney, Katie	OR: From Asst to Head Cross Country Coach	8/21/23	\$3,468
Gotto, Ryan	HS: Summer Wrestling Sessions	7/20/23	\$1,000
Handke, Josh	HS: Girls Track Camp	6/5/23	\$500
Hopp, Nate	HS: Girls Track Camp	6/5/23	\$1,000
Jochimsen, Mel	OR: From Asst to Head 8 th Gr Volleyball Coach	7/31/23	\$3,468
Kelley, Tyler	HS: Boys Basketball Camp	6/12/23	\$1,400
Kilburg, Hannah	HS: Volleyball Camp	7/31/23	\$800
Kurt, Madison	HS: Volleyball Camp	7/31/23	\$600
Nelson, Scott	HS: Boys Basketball Camp	6/12/23	\$800
Oliver, Eric	OR: Asst 8 th Gr Football Coach	8/21/23	\$3,083

Name	Assignment	Dept Action	Salary Placement
Printy, Jordan	HS: Boys Basketball Camp	6/12/23	\$2,000
Robertson, Chris	HS: Boys Basketball Camp	6/12/23	\$2,000
Rowland, Nicole	HS: Volleyball Camp	7/31/23	\$1,000
Thomas, Alyssa	HS: Volleyball Camp	7/31/23	\$1,000
Von Lehmden, Ellie	HS: Volleyball Camp	7/31/23	\$800
Westpfahl, Beau	HS: Summer Wrestling Sessions	7/20/23	\$2,000
Willman, Gail	HS: Volleyball Camp	7/31/23	\$200

Co/Extra-Curricular Staff: Resignation

Name	Assignment	Dept Action	Reason
Colbert, Marcus	HS: Head 9 th Gr Baseball Coach	7/7/23	Personal
Fry, Kevin	HS: 9 th Gr Speech Coach	7/18/23	Personal
Hackett, Jacqueline	OR: Head 8 th Gr Volleyball Coach	7/31/23	Personal
Meyer, Moriah	HS: Asst Varsity Girls Tennis Coach	8/9/23	Personal
Tofanelli, Chris	HS: Asst Varsity-JV2 Soccer Coach	7/10/23	Personal
Zwiefel, Mallory	HS: Auditorium/Little Theater Manager	7/13/23	Relocation

602: Approval of July 10th Board Minutes – Exhibit 602.1

603: Approval of July 25th Board Retreat Minutes – Exhibit 603.1

604: Approval of Bills/Warrants – Exhibit 604.1

605: Approval of Contracts/Agreements – Exhibits 605.1-37

1. Transportant: Revised agreement for transportation camera system
2. School Administrators of Iowa: mentoring program for new administrators
3. Setpoint Mechanical: maintenance and service agreement
4. Employee Resource Systems: employee assistance services
5. Licensing agreement: Mark Denny, Head Coach, LM Lions club basketball
6. Licensing agreement: Shelley Schroeder, LM School Foundation
7. Licensing agreement: Janessa Carr, Head Coach, LM 7th grade girls club basketball
8. Licensing agreement: David McEowen, LM swim team
9. Licensing agreement: Sara Rasmussen-Kast, Head Coach, 3rd grade girls club basketball
10. Licensing agreement: Michael Hatcher, Owner, MH Advertising
11. Licensing agreement: Nick Krapfl, Sales, Branded Apparel
12. Licensing agreement: Lisa Abraham, Co-Owner, IMS Branded Solutions
13. Licensing agreement: Lisa Abraham, Co-Owner, Cedar Rapids Screen Print
14. Licensing agreement: Stacy Feldman, Head Coach, LM Prowl club team
15. Licensing agreement: Debbie Rogers, Controller, Level 10
16. Licensing agreement: Bob DeCamp, Manager, Interstate Decal
17. Licensing agreement: Laura Mills, Sales Manager, Pel Industries
18. Licensing agreement: Tyera Hess, American Specialties
19. Independent contractor agreement: Tom Mackey
20. Independent contractor agreement: Jason Maiers
21. Franklin Covey Client Sales agreement: Leader in Me program
22. Shive Hattery: service agreement for annual roof management

23. Shive Hattery: service agreement for LMHS and IC roof replacement
24. Independent contractor agreement: Lily Jausel
25. Independent contractor agreement: Andrew Gentzsch
26. Independent contractor agreement: Carey Bostain
27. Independent contractor agreement: Hector Agüero
28. Independent contractor agreement: John Hall
29. Independent contractor agreement: Miera Kim
30. Independent contractor agreement: John Schultz
31. Independent contractor agreement: Tyler Hendrickson
32. Independent contractor agreement: Aaron Perrine
33. Rathje Construction Change Order #1: LM stadium parking lot expansion
34. B&M Construction Change Order #2: LM tennis court project
35. Design Engineers: consultant services agreement voltage study
36. Tyler Technologies: Benefits enrollment and service package
37. State of Iowa Department of Administrative Services: Retirement investor's club service agreement
38. Inter-agency agreements for Special Education instructional services with Dubuque CSD (1). *For student confidentiality, exhibits are not provided.*

606: Fundraising Requests – Exhibits 606.1-6

1. Indian Creek art fundraiser
2. LMHS Jazz Band jazz-a-thon
3. LMHS March Band apparel sale
4. LMHS Pom/Cheer suicide prevention awareness night
5. LMHS Volleyball BSN clothing sale
6. LMHS Volleyball poster sponsorship

700: BOARD CALENDAR, COMMUNICATIONS, COMMITTEES/ADVISORIES

701: Discussion of Board Visits and Community Outreach

President Morey facilitated a discussion on the board's annual school visits and community outreach. Board members shared their thoughts on topics and format of the board visits; as well as coffee conversations/board chat sessions.

702: Board Calendar & Communications

Buchholz shared that Susan Knight, former Nutrition Services Manager, recently suffered a brain aneurysm and is in the ICU. Morey shared kudos to a former LM student, now a freshman at UNI, for having the honor of creating the graphic design for UNI's athletic department based on the knowledge and experience obtained through their time in Venture Academics.

Date	Time	Event	Location
Aug 14	12:00 PM	New Teacher Luncheon	LRC Gym
Aug 16	6:00 PM	Superintendent's Meet & Greet	HS South Commons
Aug 17	7:30 & 8:00 AM	Staff Breakfast/Welcome Back	HS Main Gym
Aug 17	5:30 PM	Marion City Council (Nelson)	City Hall
Aug 23	--	First day for 1 st -9 th Grades and Half of Kindergarten	--

Date	Time	Event	Location
Aug 24	--	First day for 10 th -12 th Grades and Other Half of Kindergarten	--
Aug 28	5:00 PM	Board Meeting	Boardroom
Aug 30	10:30 AM	Board/Staff Pictures	LRC Gym
Date	Time	Event	Location
Sept 7	7:30 AM	Finance/Audit Committee	LRC Room 203
Sept 7	5:30 PM	Marion City Council (Weaver)	City Hall
Sept 11	5:00 PM	Board Meeting	Boardroom
Sept 13	5:00 PM	LMHS Homecoming Parade	LM High School
Sept 14	All Day	LMSF Dine Out for Schools Day	Various Vendors
Sept 18	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
Sept 20	1:00 PM	Policy Committee (500 Series Review)	Boardroom
Sept 21	5:30 PM	Marion City Council (Buchholz)	City Hall
Sept 25	5:00 PM	Board Meeting	Boardroom
Sept 28	4:00 PM	School Improvement Advisory Committee	Boardroom

703: Board Committees/Advisories

Committee/Advisory	2022-23 Board Representatives
Finance/Audit Committee (F/AC)	Buchholz, Morey, Weaver
Policy Committee	Morey, Nelson, Wall
Career & Technical Education Advisory (CTE)	Nelson, Rollinger, Walker
School Improvement Advisory Committee (SIAC)	Rollinger, Walker, Wall

800: AUDIENCE COMMUNICATIONS

1. James Thatcher, resident, board actions
2. Briana Clymer, student, thank you
3. Katie Lowe Lancaster, resident, thank you
4. Wendy Lingo, resident, thanks
5. Scott Foens, resident, board policy

900: ADJOURNMENT Motion 020-08-14

MOTION by Walker to adjourn the meeting at 6:32 PM. Second by Nelson. Voice vote, all ayes. Motion carried.

Brittania Morey, Board President

David Nicholson, Board Secretary/President

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/14/2023 - 08/25/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
Fund: GENERAL		
AFRIDI PALWASHA K.	TRANSP PARENT REIMB	\$1,365.18
ALBERTS TRACY	TRANSP PARENT REIMB	\$682.92
ALTDORFER DANA	TRANSP PARENT REIMB	\$492.96
AMERICAN FIDELITY ASSURANCE COMPANY	EE LIAB-AMERICAN FIDELITY INS	\$13,678.66
ANDERSEN JAY	TRANSP PARENT REIMB	\$492.96
ANDERSON BRYAN	TRANSP PARENT REIMB	\$929.07
ANDERSON SAMUEL	TRANSP PARENT REIMB	\$492.96
APPEL ELIZABETH	TRANSP PARENT REIMB	\$492.96
BAHL KRISTY	TRANSP PARENT REIMB	\$492.96
BALLEW BRANDI OR JOSH	TRANSP PARENT REIMB	\$492.96
BARBER STACY	TRANSP PARENT REIMB	\$492.96
BAUER JOHN OR ERYN	TRANSP PARENT REIMB	\$1,365.18
BEAMER MICHAEL OR MARIA	TRANSP PARENT REIMB	\$492.96
BEIER JOHNACE	TRANSP PARENT REIMB	\$492.96
BEKERIS CASSIE	TRANSP PARENT REIMB	\$492.96
BERGER LESLIE OR STEPHEN	TRANSP PARENT REIMB	\$218.05
BLACK MARCIA OR MICHAEL	TRANSP PARENT REIMB	\$492.96
BLIEK KARI	TRANSP PARENT REIMB	\$492.96
BLUE KELLI	TRANSP PARENT REIMB	\$929.07
BOREK BRANDON OR GENA	TRANSP PARENT REIMB	\$492.96
BOSTWICK JOHN	TRANSP PARENT REIMB	\$492.96
BROWN LISA	TRANSP PARENT REIMB	\$492.96
BROWN TERRI	TRANSP PARENT REIMB	\$492.96
BUNJER SARAH OR JONATHAN	TRANSP PARENT REIMB	\$492.96
BURDICK KATIA	TRANSP PARENT REIMB	\$929.07
CAIRNEY STEVE	TRANSP PARENT REIMB	\$929.07
CARR DAYNA	TRANSP PARENT REIMB	\$492.96
CLAYTON ANDY OR RACHEL	TRANSP PARENT REIMB	\$929.07
CLESS BRYAN OR BRIANNA	TRANSP PARENT REIMB	\$929.07
COCHRAN RACHEL	TRANSP PARENT REIMB	\$929.07
COLE DENISE	TRANSP PARENT REIMB	\$492.96
COLLECTION	EE LIAB-GARNISHMENTS	\$1,570.59
CONRAD SCOTT	TRANSP PARENT REIMB	\$492.96
DAVIS JACQUELINE	TRANSP PARENT REIMB	\$929.07
DECKER JENNIFER OR NICHOLAS	TRANSP PARENT REIMB	\$492.96
DES MOINES AREA COMMUNITY COLLEGE	MISC REVENUE	\$1,000.00
DEVAULT ANN	TRANSP PARENT REIMB	\$464.87
DIETENBERGER ELIZABETH	TRANSP PARENT REIMB	\$492.96
DIETZ MATTHEW OR DEANN	TRANSP PARENT REIMB	\$929.07
DIXON ANTHONY OR MEGAN	TRANSP PARENT REIMB	\$929.07
DOLE JASON OR MICHELLE	TRANSP PARENT REIMB	\$929.07
DOSE ALLISON	TRANSP PARENT REIMB	\$929.07
DOWNEY WENDY	TRANSP PARENT REIMB	\$492.96
DREW JILL	TRANSP PARENT REIMB	\$492.96

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/14/2023 - 08/25/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
DREY AMANDA OR PHIL	TRANSP PARENT REIMB	\$929.07
DUGGAN SHANNA	TRANSP PARENT REIMB	\$492.96
DYBVG KELY OR ERIC	TRANSP PARENT REIMB	\$929.07
EICHENBERGER LISA	TRANSP PARENT REIMB	\$929.07
EICHHORN JED OR LIZ	TRANSP PARENT REIMB	\$929.07
EID BASSEL OR RAMONA	TRANSP PARENT REIMB	\$929.07
EILERS TRACY	TRANSP PARENT REIMB	\$492.96
ELLARD DEREK	TRANSP PARENT REIMB	\$436.11
ENGELKEN MICHELLE	TRANSP PARENT REIMB	\$929.07
EVERSON TIFFANY	TRANSP PARENT REIMB	\$929.07
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,444,117.18
FOELSKE HEATHER	TRANSP PARENT REIMB	\$436.11
FOERSTER MARY KAY	TRANSP PARENT REIMB	\$492.96
FREYMARK ANDREW OR DANA	TRANSP PARENT REIMB	\$492.96
FROST CHRISTY	TRANSP PARENT REIMB	\$492.96
GARBES JOHN	TRANSP PARENT REIMB	\$1,365.18
GARDINER ANDREA	TRANSP PARENT REIMB	\$218.05
GARLISCH STACY	TRANSP PARENT REIMB	\$492.96
GASAWAY BARBARA OR GEORGE	TRANSP PARENT REIMB	\$492.96
GAUL ANN	TRANSP PARENT REIMB	\$1,308.33
GAVIN LAURA	TRANSP PARENT REIMB	\$929.07
GRAHAM SHAWN	TRANSP PARENT REIMB	\$1,365.18
GROEZINGER ERIC OR JILL	TRANSP PARENT REIMB	\$929.07
GUTSCHMIDT NEIL OR ASHLEY	TRANSP PARENT REIMB	\$492.96
HAMILTON EMILY	TRANSP PARENT REIMB	\$929.07
HANSEN ERIC OR ROSIE	TRANSP PARENT REIMB	\$436.11
HARKEN MARY	TRANSP PARENT REIMB	\$1,365.18
HARLAN ZAC OR ERIN	TRANSP PARENT REIMB	\$464.87
HARTOGH JOHN	TRANSP PARENT REIMB	\$929.07
HAWK MORGAN	TRANSP PARENT REIMB	\$492.96
HAYES KATIE	TRANSP PARENT REIMB	\$436.11
HEIBEL SCOTT	TRANSP PARENT REIMB	\$1,365.18
HEILMANN ANDREW OR SONYA	TRANSP PARENT REIMB	\$246.82
HEIN JOANNA	TRANSP PARENT REIMB	\$929.07
HELMLE TROY	TRANSP PARENT REIMB	\$492.96
HIGGINS JEREMY OR BROOKE	TRANSP PARENT REIMB	\$492.96
HILL BRIAN	TRANSP PARENT REIMB	\$464.87
HLUBEK JENNIFER	TRANSP PARENT REIMB	\$492.96
HOFFMAN DAVID OR LINDSAY	TRANSP PARENT REIMB	\$1,365.18
HOLUB AMBER OR BRAD	TRANSP PARENT REIMB	\$492.96
HOUSTON LINDSAY	TRANSP PARENT REIMB	\$872.22
HUBSORG BEAU OR DANA	TRANSP PARENT REIMB	\$492.96
HUNTINGTON CHAD	TRANSP PARENT REIMB	\$929.07
IBARRRA SAUL	TRANSP PARENT REIMB	\$246.82
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$49,494.37

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/14/2023 - 08/25/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$211,630.90
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$49,494.37
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$211,630.90
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$290,141.56
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$231,795.01
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$347,876.88
IOWA SHARES	EE LIAB-CHARITY	\$3.00
JACOBSON MOLLY	TRANSP PARENT REIMB	\$436.11
JEMTRUD JAMES OR STEPHANIE	TRANSP PARENT REIMB	\$492.96
JOHNSON JESSICA	TRANSP PARENT REIMB	\$246.82
JONKER VALERIE	TRANSP PARENT REIMB	\$492.96
KAISER JOHN OR JEN	TRANSP PARENT REIMB	\$492.96
KALIAPPAN VELUMANI	TRANSP PARENT REIMB	\$436.11
KAMIN RAY & BETH	TRANSP PARENT REIMB	\$492.96
KELLY AARON	TRANSP PARENT REIMB	\$1,365.18
KETTLEKAMP NIKKI OR DICK	TRANSP PARENT REIMB	\$492.96
KEUNE CHALISE	TRANSP PARENT REIMB	\$929.07
KILBURG REBECCA OR BILL	TRANSP PARENT REIMB	\$246.82
KINNEY JESSICA	TRANSP PARENT REIMB	\$929.07
KLEVER DERRICK OR JOANNA	TRANSP PARENT REIMB	\$929.07
KOLLIE YARMAH	TRANSP PARENT REIMB	\$246.82
KOWALSKY KEEGAN	TRANSP PARENT REIMB	\$492.96
KRAMER ANGELA	TRANSP PARENT REIMB	\$492.96
KROGMEIER SUSANNE	TRANSP PARENT REIMB	\$1,308.33
KRUEGER BEN	TRANSP PARENT REIMB	\$492.96
KUEHNER KAITLIN OR JORDAN	TRANSP PARENT REIMB	\$492.96
KUHLE AARON	TRANSP PARENT REIMB	\$929.07
LANGAGER CAROL	TRANSP PARENT REIMB	\$436.11
LARRIMORE DEVIN OR NICHOLAS	TRANSP PARENT REIMB	\$464.87
LARSON JAMIE	TRANSP PARENT REIMB	\$492.96
LEE DEBRA	TRANSP PARENT REIMB	\$492.96
LENHART LOGAN OR APRIL	TRANSP PARENT REIMB	\$929.07
LEYMASTER JONI OR NICK	TRANSP PARENT REIMB	\$492.96
LINK AMY	TRANSP PARENT REIMB	\$929.07
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$35.00
LOFTUS BRYCE	TRANSP PARENT REIMB	\$1,365.18
LUCAS RACHEL	TRANSP PARENT REIMB	\$492.96
LUERKENS JEREMY OR LEANNE	TRANSP PARENT REIMB	\$1,365.18
LYNCH TARA	TRANSP PARENT REIMB	\$929.07
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2,945.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$8,364.12
MAGSTADT REBECCA OR MATTHEW	TRANSP PARENT REIMB	\$1,365.18
MAREK CARA OR JIM	TRANSP PARENT REIMB	\$492.96
MARION MATT	TRANSP PARENT REIMB	\$464.87
MARSHALL TRACIE	TRANSP PARENT REIMB	\$246.82

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/14/2023 - 08/25/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
MAYER STEPHANIE OR OWEN	TRANSP PARENT REIMB	\$218.05
MAZZELLA STEPHANIE	TRANSP PARENT REIMB	\$492.96
MCCOY MARK OR ERICA	TRANSP PARENT REIMB	\$1,365.18
MCDERMOTT MICHELLE	TRANSP PARENT REIMB	\$929.07
MCDONALD AMY OR LANCE	TRANSP PARENT REIMB	\$929.07
MCDONALD NATALIE	TRANSP PARENT REIMB	\$929.07
MCDONALD PATRICK	TRANSP PARENT REIMB	\$929.07
MCFARLAND LASHUNDA	TRANSP PARENT REIMB	\$464.87
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$400,310.00
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$29,580.00
MICALLEF JENNIFER	TRANSP PARENT REIMB	\$246.82
MICHEL LATISHA	TRANSP PARENT REIMB	\$1,801.55
MILLER JASON OR SONIA	TRANSP PARENT REIMB	\$1,308.33
MOHWINKLE MALLORY	TRANSP PARENT REIMB	\$492.96
MONGA PANKAJ	TRANSP PARENT REIMB	\$492.96
MORRIS HEATHER	TRANSP PARENT REIMB	\$492.96
MPONZI ARNOLD AND MELISSA	TRANSP PARENT REIMB	\$492.96
MUNDORF NICHOLAS	TRANSP PARENT REIMB	\$929.07
MUSSMAN ALEX	TRANSP PARENT REIMB	\$492.96
NEGRO CHELSEA	TRANSP PARENT REIMB	\$929.07
NELSON JAMIE	TRANSP PARENT REIMB	\$872.22
NGUYEN JOSEPH	TRANSP PARENT REIMB	\$929.07
NGUYEN TUAN	TRANSP PARENT REIMB	\$492.96
NICHOLSON ANNE	TRANSP PARENT REIMB	\$492.96
NORTH SCOTT COMMUNITY SCHOOL	Teacher Leadership FY16 and After	\$150.00
O'BRIEN JENNIFER	TRANSP PARENT REIMB	\$492.96
OBERBROECKLING JESSICA	TRANSP PARENT REIMB	\$929.07
OEHLER BRENDA OR CHRIS	TRANSP PARENT REIMB	\$929.07
OEHLER MARK	TRANSP PARENT REIMB	\$492.96
OLSON RYAN	TRANSP PARENT REIMB	\$246.82
OTTING MARK & BETH	TRANSP PARENT REIMB	\$246.82
PACHA JOHN	TRANSP PARENT REIMB	\$492.96
PALERMO JOSEPH OR RENEE	TRANSP PARENT REIMB	\$492.96
PARKER KELLY	TRANSP PARENT REIMB	\$929.07
PASSOS ALEX OR JANE	TRANSP PARENT REIMB	\$492.96
PEIFFER JENNIFER OR MICHAEL	TRANSP PARENT REIMB	\$492.96
PERKINS CHRISTINE	TRANSP PARENT REIMB	\$436.11
PIEPER DANA	TRANSP PARENT REIMB	\$492.96
PREISSER BETH	TRANSP PARENT REIMB	\$464.87
PRINS MELISSA	TRANSP PARENT REIMB	\$929.07
RABEY AMANDA	TRANSP PARENT REIMB	\$929.07
RECTOR TOM	TRANSP PARENT REIMB	\$929.07
REIGLES SONIA	TRANSP PARENT REIMB	\$929.07
RITTER TISHA	TRANSP PARENT REIMB	\$929.07
ROCCA MATT OR SHELLEY	TRANSP PARENT REIMB	\$492.96

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/14/2023 - 08/25/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
ROCHE THAMBIMUTHU	TRANSP PARENT REIMB	\$246.82
RODRIGUEZ CYNTHIA	TRANSP PARENT REIMB	\$246.82
ROLING MAGGIE OR MIKE	TRANSP PARENT REIMB	\$1,365.18
RUMERY MATTHEW	TRANSP PARENT REIMB	\$246.82
SAITO MARY	TRANSP PARENT REIMB	\$492.96
SALKOWSKI JAYME	TRANSP PARENT REIMB	\$464.87
SANTEL TOD OR RENEA	TRANSP PARENT REIMB	\$492.96
SCHALDECKER KELLI	TRANSP PARENT REIMB	\$246.82
SCHIMBERG LISA	TRANSP PARENT REIMB	\$929.07
SCHLUETER LAUREN OR BRANDON	TRANSP PARENT REIMB	\$492.96
SCHMIT JASON	TRANSP PARENT REIMB	\$492.96
SCHNELLER EMILY OR COREY	TRANSP PARENT REIMB	\$1,365.18
SCHOUTEN MATT OR AMBER	TRANSP PARENT REIMB	\$1,365.18
SCHROEDER SHANNON	TRANSP PARENT REIMB	\$929.07
SCHULTZ TEASCHA	TRANSP PARENT REIMB	\$492.96
SCOTT ADAM	TRANSP PARENT REIMB	\$436.11
SCRANTON JEREMY	TRANSP PARENT REIMB	\$492.96
SEARS KYLE OR STEPHANIE	TRANSP PARENT REIMB	\$464.87
SEELMAN BRETT OR ERICA	TRANSP PARENT REIMB	\$492.96
SEVCIK JONI	TRANSP PARENT REIMB	\$872.22
SEVERIN NATE OR JOY	TRANSP PARENT REIMB	\$492.96
SHERARD ERIK	TRANSP PARENT REIMB	\$492.96
SKINNER SARA	TRANSP PARENT REIMB	\$492.96
SKOGMAN ERICK	TRANSP PARENT REIMB	\$218.05
SMITH CARYNN	TRANSP PARENT REIMB	\$492.96
SMITH JESHUA OR ABBY	TRANSP PARENT REIMB	\$929.07
SPOLAORE PAULINE	TRANSP PARENT REIMB	\$492.96
STAKER KRISTY	TRANSP PARENT REIMB	\$436.11
STEPHENS SUE	TRANSP PARENT REIMB	\$1,365.18
STEPHENSON LISA	TRANSP PARENT REIMB	\$246.82
TELISAK JENNIE	TRANSP PARENT REIMB	\$929.07
THARP BRITTANY	TRANSP PARENT REIMB	\$464.87
THOMPSON RICK	TRANSP PARENT REIMB	\$492.96
TOBIN EMILY	TRANSP PARENT REIMB	\$929.07
TODD JEAN OR ALEX	TRANSP PARENT REIMB	\$492.96
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$123,739.98
TROTTA MARGARET	TRANSP PARENT REIMB	\$1,365.18
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$123.00
VAN BERKUM JAMES OR KATE	TRANSP PARENT REIMB	\$436.11
VAN LAAR MEGAN	TRANSP PARENT REIMB	\$492.96
VASQUEZ MATTHEW OR STEPHANIE	TRANSP PARENT REIMB	\$492.96
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$50,534.15
WALTER KATIE	TRANSP PARENT REIMB	\$492.96
WARD CHRIS OR MARCILLE	TRANSP PARENT REIMB	\$1,365.18
WEISS ANDREA	TRANSP PARENT REIMB	\$1,365.18

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/14/2023 - 08/25/2023

Fiscal Year: 2022-2023

Vendor Name	Description	Check Total
WEISS GREG	TRANSP PARENT REIMB	\$492.96
WESTHOFF DENNIS	TRANSP PARENT REIMB	\$492.96
WESTLAND KIM	TRANSP PARENT REIMB	\$464.87
WHEAT LAURA	TRANSP PARENT REIMB	\$1,365.18
WHITTAKER-SMITH CLAIRE	TRANSP PARENT REIMB	\$1,365.18
WILCOX NICOLE	TRANSP PARENT REIMB	\$929.07
WILKINSON-GRUBER MARJORIE	TRANSP PARENT REIMB	\$929.07
WILLETT KAREN	TRANSP PARENT REIMB	\$929.07
WINTERHOF ADAM	TRANSP PARENT REIMB	\$492.96
WITTNEBEL JULIA OR JIM	TRANSP PARENT REIMB	\$929.07
WOLTMAN KIRK	TRANSP PARENT REIMB	\$492.96
WOOD SARA OR JASON	TRANSP PARENT REIMB	\$929.07
WRANEK LANE OR BETSY	TRANSP PARENT REIMB	\$492.96

Fund Total: \$4,617,471.42

Fund: STUDENT ACTIVITY

FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$497.39
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$8.44
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$36.13
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$8.44
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$36.13
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$54.48
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$41.52
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$62.34
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$22.30

Fund Total: \$767.17

Grand Total: \$4,618,238.59

End of Report

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/11/2023 - 08/24/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$19,355.14
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$395.90
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,692.62
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$395.90
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,692.62
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$660.59
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$1,140.89
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,712.21
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$11.51
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$509.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$252.69
Fund Total:		\$27,824.07
Fund: GENERAL		
A-1 RENTAL, INC	RENTALS EQUIPMENT	\$110.20
AASPA	DUES AND FEES	\$275.00
ABILITY PHYSICAL THERAPY, P.C.	OTHER PROFESSIONAL SERVICES	\$3,833.33
ADVANCE AUTO PARTS	TRANSP. PARTS	\$93.06
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$428.00
AIRGAS NORTH CENTRAL	GENERAL SUPPLIES	\$770.02
ALBRIGHT DENISE	OTHER ACT INCOME	\$14.00
ALLIANT ENERGY	ELECTRICITY	\$65,594.21
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$5.53
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$86.88
ANCHOR FRAME & AXLE	REPAIR/MAINT SERVICE	\$136.50
APPLEBY & HORN	GENERAL SUPPLIES	\$177.22
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	\$9.00
BOWMAN JAROD OR LEANN	OTHER ACT INCOME	\$14.00
CALDWELL CASSIE OR CHRIS	STUDENT FEES	\$5.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$4,456.42
CARROLL CONSTRUCTION SUPPLY	GROUNDS UPKEEP	\$1,005.78
CDW - GOVERNMENT	COMP/TECH HARDWARE	\$1,066.50
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$853.34
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$3,081.68
CEDAR RAPIDS WINSUPPLY PLUMBING CO	MAINTENANCE SUPPLIES	\$1,377.00
CENTURYLINK	TELEPHONE	\$2,194.62
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$192.00
CRESCENT PARTS & EQUIPMENT CO., INC	ELECTRICAL SUPPLY	\$569.32
CROELL REDI-MIX INC	GROUNDS UPKEEP	\$5,497.50
CROWBAR'S	GENERAL SUPPLIES	\$138.29
DAVIES, MICHAEL	INSTRUCTIONAL SUPPLIES	\$600.00
DOBROWOLSKI KIM OR KEVIN	STUDENT FEES	\$5.00
ELECTRICAL ENGINEERING & EQUIPMENT CO.	ELECTRICAL SUPPLY	\$159.60
EMSLRC	INSTRUCTIONAL SUPPLIES	\$93.50

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/11/2023 - 08/24/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$210.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$593,053.70
FECHNER KRISTIN	STAFF TRAVEL	\$46.03
FINCH CATHY OR GABE	STUDENT FEES	\$60.00
FRONTLINE TECHNOLOGIES	COMPUTER SOFTWARE	\$2,618.29
FUZZY FEET, LLC	INSTRUCTIONAL SUPPLIES	\$110.00
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$687.11
GIGNAC ZACHARY	PROF SERV: EDUCATION	\$100.00
GRAINGER	GENERAL SUPPLIES	\$395.44
GRANT WOOD AEA	COMPUTER SOFTWARE	\$12,493.85
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$13,459.26
HANSEN VICTORIA	TXTBK RENTAL PS	\$50.00
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$696.00
HAWKEYE FIRE & SAFETY COMPANY	OTHER PROFESSIONAL SERVICES	\$480.00
HEIL JENNIFER OR PAUL	STUDENT FEES	\$60.00
HUK RUBBER STAMP CO.	INSTRUCTIONAL SUPPLIES	\$31.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$12,209.42
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$52,205.61
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$12,209.42
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$52,205.61
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$78,496.53
INTERSTATE ALL BATTERY CENTER	REPAIR PARTS	\$2,759.10
INTERSTATE BILLING SERVICE	GENERAL SUPPLIES	\$362.70
IOWA HIGH SCHOOL MUSIC ASSOC	DUES AND FEES	\$784.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$72,049.57
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$108,131.52
IOWA SHARES	EE LIAB-CHARITY	\$10.00
JAMES LAURA	STAFF TRAVEL	\$13.50
JOHNSTONE SUPPLY	HEAT/PLUMBING SUPPLY	\$671.04
KORTEMAYER AMY	STAFF TRAVEL	\$12.00
LABELS EAST INC	INSTRUCTIONAL SUPPLIES	\$61.00
LECHTENBERG DEBRA OR DUSTIN	OTHER ACT INCOME	\$14.00
LESSONPIX INC	INSTRUCTIONAL SUPPLIES	\$526.32
LINDER TIRE SERVICE INC	REPAIR PARTS	\$32.00
LINN COUNTY REC	ELECTRICITY	\$33,108.20
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$165.00
LOVSETH LAURA OR JONATHAN	OTHER ACT INCOME	\$14.00
MACKAY, THOMAS	PROF SERV: EDUCATION	\$980.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2,839.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$3,527.68
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$204.00)
MARCO TECHNOLOGIES, LLC	Copies	\$4,376.68
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$601.28
MCQUILLEN LINDSEY OR TROY	STUDENT FEES	\$5.00
MEDIACOM	TELEPHONE	\$286.90

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/11/2023 - 08/24/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
MEEKER STEVE	STUDENT FEES	\$60.00
MENARDS -13127	GENERAL SUPPLIES	\$1,217.30
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$45.06
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$249,649.21
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$25,784.54
MH EQUIPMENT COMPANY	HEAT/PLUMBING SUPPLY	\$283.49
MID AMERICAN ENERGY	NATURAL GAS	\$105.77
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$2,373.19
MIDWEST ALARM SERVICES	OTHER PROFESSIONAL SERVICES	\$7,337.64
MORAN MICHAEL	STAFF WORKSH/CONF	\$19.78
MULLNIX CANDICE OR JUSTIN	OTHER ACT INCOME	\$14.00
N2Y INC.	COMPUTER SOFTWARE	\$3,759.92
NAVIGATE360,LLC	OTHER PROFESSIONAL	\$1,498.00
NORRIS TIFFANY	OTHER ACT INCOME	\$11.00
NOVAK JENNY OR BRIAN	OTHER ACT INCOME	\$14.00
NOVAK JENNY OR BRIAN	STUDENT FEES	\$60.00
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$425.00
ORR DUANE	STAFF TRAVEL	\$10.50
P & K MIDWEST	GROUNDS UPKEEP	\$301.42
PEARSON WALL SYSTEMS	REPAIR/MAINT SERVICE	\$570.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$520.99
PITTSBURGH PAINTS	GENERAL SUPPLIES	\$684.00
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$822.45
POINTCORE GRAPHIC SOLUTIONS	INSTRUCTIONAL SUPPLIES	\$24.00
POOL TECH, A WGHK INC, COMPANY	GENERAL SUPPLIES	\$4,509.84
POOL TECH, A WGHK INC, COMPANY	MAINTENANCE SUPPLIES	\$910.00
QUALITY AUTO REBUILDERS	REPAIR/MAINT SERVICE	\$641.28
RATHORE PRAGYA	STUDENT FEES	\$5.00
REAMS SPRINKLER SUPPLY	GROUNDS UPKEEP	\$37.20
REAMS SPRINKLER SUPPLY	MAINTENANCE SUPPLIES	\$1,190.76
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$115.44
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$1,623.61
SCHOLASTIC MAGAZINE	LIBRARY BOOKS	\$256.50
SCHOOL DATEBOOKS	INSTRUCTIONAL SUPPLIES	\$388.82
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$2,032.35
SIGN PRO	GENERAL SUPPLIES	\$84.00
SOENEN BRIAN OR ANN	STUDENT FEES	\$5.00
SOURCE ONE LOGOS	INSTRUCTIONAL SUPPLIES	\$1,595.00
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$14.50
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,812.75
TEXTHELP INC	COMPUTER SOFTWARE	\$20,065.50
THE PAPER CORPORATION	MAINTENANCE SUPPLIES	\$418.08
THE SHREDDER	OTHER PROFESSIONAL SERVICES	\$417.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$30,306.20
TRI-CITY ELECTRIC COMPANY OF IOWA	COMPUTER SOFTWARE	\$3,425.54

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/11/2023 - 08/24/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
TRI-CITY ELECTRIC COMPANY OF IOWA	TECH REPAIRS/MAINTENANCE	\$1,385.32
TX Child Support SDU	EE LIAB-GARNISHMENTS	\$278.50
U.S. CELLULAR	TELEPHONE	\$204.20
UNITED REFRIGERATION	HEAT/PLUMBING SUPPLY	\$366.67
UNITED RENTALS	RENTALS EQUIPMENT	\$577.00
URBINA ALISON OR ALEJANDRO	OTHER ACT INCOME	\$14.00
VAN METER CO	ELECTRICAL SUPPLY	\$2,342.17
VERIZON WIRELESS	TELEPHONE	\$359.94
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$16,642.89
WELTER STORAGE EQUIPMENT CO INC	GENERAL SUPPLIES	\$596.00
WENDLING QUARRIES	GROUNDS UPKEEP	\$576.20
WORDEN KERI OR IAN	STUDENT FEES	\$5.00
Fund Total:		\$1,546,639.78
Fund: LOCAL OPT SALES TAX		
CONVERGE ONE	EQUIPMENT >\$5,000	\$79,527.37
TERRACON CONSULTANTS INC	ARCHITECT	\$6,543.87
TRI-CITY ELECTRIC COMPANY OF IOWA	CONSTRUCTION SERV	\$75,299.25
Fund Total:		\$161,370.49
Fund: NUTRITION SERVICES		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$10,736.73
HANSEN VICTORIA	UNEARNED REVENUE	\$20.00
HUSTON DENISE	UNEARNED REVENUE	\$9.45
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$208.39
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$891.03
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$208.39
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$891.03
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$1,021.96
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$1,344.80
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$2,018.26
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$15.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$34.90
MAHADIK SUHAS	UNEARNED REVENUE	\$96.95
MARCO TECHNOLOGIES, LLC	Copies	\$11.83
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$246.26
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$6.10
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$547.79
Fund Total:		\$18,308.87
Fund: PHY PLANT & EQ LEVY		
BEEBE FLOORS	CONSTRUCTION SERV	\$33,600.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$5,194.70
FOR SURE ROOFING LLC	CONSTRUCTION SERV	\$34,518.25
HALL & HALL ENGINEERS INC	ARCHITECT	\$1,283.76
HUPP ELECTRIC MOTORS	BLDG. CONST SUPPLIES	\$1,528.43
JOHNSON CONTROLS	CONSTRUCTION SERV	\$1,157.60

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/11/2023 - 08/24/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
PEARSON WALL SYSTEMS	CONSTRUCTION SERV	\$3,590.00
STREFF ELECTRIC INC	CONSTRUCTION SERV	\$924.00
TERRACON CONSULTANTS INC	ARCHITECT	\$4,284.00
TOTAL SCAPES, INC	CONSTRUCTION SERV	\$18,055.00
TRANSPORTANT INC	EQUIPMENT >\$5,000	\$219,590.30
TRANSPORTANT INC	OTHER TECH SER	\$49,225.00
WILBER MASONRY INC	CONSTRUCTION SERV	\$382.15
Fund Total:		\$373,333.19
Fund: PUB ED & REC LEVY		
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$6,804.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,091.25
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$39.62
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$169.36
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$39.62
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$169.36
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$149.24
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$180.95
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$271.56
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.04
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$352.59
MIRACLE RECREATION EQUIPMENT	GROUNDS UPKEEP	\$1,276.38
TERRACON CONSULTANTS INC	ARCHITECT	\$309.38
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$101.20
Fund Total:		\$11,963.05
Fund: SALES TAX REVENUE BOND CAP PROJECT		
OPN ARCHITECTS, INC.	ARCHITECT	\$16,925.59
PEAK CONSTRUCTION	CONSTRUCTION SERV	\$381,450.33
TERRACON CONSULTANTS INC	ARCHITECT	\$1,481.00
Fund Total:		\$399,856.92
Fund: STUDENT ACTIVITY		
A3 PERFORMANCE	GENERAL SUPPLIES	\$2,340.92
BARNARD INSTRUMENT REPAIR, INC	GENERAL SUPPLIES	\$1,086.33
BSN SPORTS	GENERAL SUPPLIES	\$7,164.80
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$100.00
CITYWIDE CLEANERS	GENERAL SUPPLIES	\$639.36
COLLEGE COMMUNITY SCHOOLS	DUES AND FEES	\$125.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$1,999.20
ELITE SPORTS	GENERAL SUPPLIES	\$1,597.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$12,544.58
INTENSITY	OFFICIAL/JUDGE	\$1,463.40
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$234.71
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,003.52
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$234.71

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/11/2023 - 08/24/2023

Fiscal Year: 2023-2024

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,003.52
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$628.74
IOWA HIGH SCHOOL GOLF COACHES ASSOC.	DUES AND FEES	\$45.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$880.22
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,321.02
JOHNSON HANNAH	GENERAL SUPPLIES	\$400.00
PAPA JOHNS PIZZA	GENERAL SUPPLIES	\$51.73
RIDDELL ALL-AMERICAN	GENERAL SUPPLIES	\$6,256.20
ROGERS ATHLETIC	EQUIPMENT >\$5,000	\$6,034.50
SALYARS AMANDA	ADMISSIONS	\$30.00
SOCCER MASTER	GENERAL SUPPLIES	\$309.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$159.85
WEST MUSIC CO	GENERAL SUPPLIES	\$44.97
Fund Total:		\$47,698.28
Fund: STUDENT STORE		
BRANDED APPAREL	GENERAL SUPPLIES	\$200.00
Fund Total:		\$200.00
Grand Total:		\$2,587,194.65

End of Report

**2023-2024 ANNUAL ENROLLMENT FORM
SUBMITTED PURSUANT TO 28E MASTER AGREEMENT FOR THE
CONCURRENT ENROLLMENT PARTNERSHIP – KIRKWOOD LINN COUNTY REGIONAL CENTER**

DISTRICT: LINN-MAR COMMUNITY SCHOOL DISTRICT

Kirkwood Linn County Regional Center:

- District elects to enroll in the programs at Linn County Regional
- District declines to enroll in the programs at Linn County Regional
- District elects to enroll in the programming offered at Linn County Regional except those indicated below (district can strike through courses they do not wish to contract)

Courses Offered for 2023-2024 School Year

Advanced Manufacturing and Welding Academy - CTE	Course	Credits	Tuition	Fees
Introduction to Safety & Health Welders	WEL-228	1	\$210	\$34
Print Reading and Welding Symbol Interpretation	WEL-233	3	\$630	
Gas Metal Arc Welding Spray Transfer	WEL-245	2	\$420	\$90
Gas Tungsten Arc Welding (GTAW) for Carbon Steel	WEL-251	2	\$420	\$315
Gas Metal Arc Welding Short Circuit Transfer	WEL-244	2	\$420	\$315
CNC Mill Operator	MFG-173	2	\$420	\$104.50
CNC Lathe Operator	MFG-174	2	\$420	\$104.50
Introduction to Fabrication	WEL-208	2	\$420	\$90

Agriculture Science Academy – CTE	Course	Credits	Tuition	Fees
US History to 1877	HIS-151	3	\$630	
Principles of Agronomy	AGA-114	3	\$630	
Intro to Ag Business	AGB-133	3	\$630	
Survey of Animal Industry	AGS-113	3	\$630	

Architecture, Construction & Engineering (ACE) (Pre-Apprenticeship) Academy - CTE	Course	Credits	Tuition	Fees
Construction Safety	CON-108	1	\$210	\$32
Work base Project Based Learning-Industrial Technology	WBL-148	2	\$420	\$85
Architectural Plans & Specs	CON-101	3	\$630	\$30
Structures of Mechanical, Electrical and Plumbing	CON-313	3	\$630	\$51
Construction Lab	CON-190	3	\$630	\$85

Automotive Technology - CTE	Course	Credits	Tuition	Fees
Intro to Automotive Technology	AUT-104	3	\$630	\$34
Automotive Suspension and Steering	AUT-402	2	\$420	\$20
Automotive Brake Systems	AUT-502	2	\$420	\$20
Automotive Heating and Air Conditioning	AUT-702	2	\$420	\$39
Maintenance and Light Repair	AUT-100	4	\$840	\$119

Industrial Math	MAT-715	3	\$630	
-----------------	---------	---	-------	--

Business	Course	Credits	Tuition	Fees
Introduction to Business	BUS-101	3	\$630	
Principles of Marketing	MKT-110	3	\$630	
Human Relations in Management	MGT-145	3	\$630	
Principles of Macroeconomics	ECN-120	3	\$630	

Criminal Justice and Human Services	Course	Credits	Tuition	Fees
Introduction to Criminal Justice	CRJ-100	3	\$630	
Introduction to Human Services	HSV-109	3	\$630	
Criminal Investigations	CRJ-141	3	\$630	
Health and Psychosocial Rehabilitation	HSV-282	3	\$630	

Dental	Course	Credits	Tuition	Fees
Dental Terminology	DEN-110	2	\$420	
Explorations of Healthcare Careers	HSC-205	3	\$630	\$76
Health Skills I	HSC-210	1	\$210	\$36
Dental Anatomy	DEN-120	3	\$630	
Head and Neck Anatomy	DEN-130	1.5	\$315	
Professionals in Health	HSC-107	2	\$420	\$36

Digital Arts, Social Media and Marketing	Course	Credits	Tuition	Fees
2-D Design	ART-120	3	\$630	\$90
Principles of Marketing	MKT-110	3	\$630	
Digital Photography	MMS-111	3	\$630	\$65
Social Media in Business	MKT-130	3	\$630	

Education	Course	Credits	Tuition	Fees
Introduction to Early Childhood Education	ECE-103	3	\$630	
Topics in Education	EDU-200	1	\$210	
Exploring Teaching	EDU-110	3	\$630	
Behavior Management	EDU-119	3	\$630	
Child Health, Safety and Nutrition	ECE-133	3	\$630	\$75

Emergency Medical Technician (EMT)	Course	Credits	Tuition	Fees
Explorations of Healthcare Careers	HSC-205	3	\$630	\$76
Basic Medical Terminology	HSC-117	2.5	\$525	\$24
EMT I	EMS-255	4	\$840	\$195
EMT II	EMS-350	3.5	\$735	\$188
EMT II Clinical	EMS-365	1	\$210	

Health and Wellness	Course	Credits	Tuition	Fees
Explorations of Healthcare Careers	HSC-205	3	\$630	\$76
Personal Wellness	PEH-111	3	\$630	

Nutrition	BIO-151	3	\$630	
Principles of Sports Management	PEH-255	3	\$630	

Patient Care Exploration – CTE	Course	Credits	Tuition	Fees
Nurse Aide	HSC-168	3.5	\$735	\$142
Explorations of Healthcare Careers	HSC-205	3	\$630	\$76

Pick and Choose: Liberal Arts Classes	Course	Credits	Tuition	Fees
Behavior Management	EDU-119	3	\$630	
Composition I	ENG-105	3	\$630	
Composition II	ENG-106	3	\$630	
Criminal Investigations	CRJ-141	3	\$630	
Cultural Anthropology	ANT-105	3	\$630	
Developmental Psychology	PSY-121	3	\$630	
Digital Photography	ART-186	3	\$630	\$65
Exploring Teaching	EDU-110	3	\$630	
Fundamentals of Oral Comm	SPC-101	3	\$630	
Human Biology	BIO-154	3	\$630	
Human Relations in Management	MGT-145	3	\$630	
Introduction to Business	BUS-102	3	\$630	
Introduction to Criminal Justice	CRJ-100	3	\$630	
Introduction to Early Childhood Education	ECE-103	3	\$630	
Introduction to Human Services	HSV-109	3	\$630	
Introduction to Psychology	PSY-111	3	\$630	
Introduction to Sociology	SOC-110	3	\$630	
Nutrition	BIO-151	3	\$630	
Personal Wellness	PEH-111	3	\$630	
Principles of Macroeconomics	ECN-120	3	\$630	
Principles of Marketing	MKT-110	3	\$630	
Social Media in Business	MKT-130	3	\$630	
Survey of World Religion	REL-101	3	\$630	
US History to 1877	HIS-151	3	\$630	

Pre-Med, Nursing and Professional Health Careers	Course	Credits	Tuition	Fees
Human Anatomy & Physiology I	BIO-168	4	\$840	\$18
Nutrition	BIO-151	3	\$630	
Fundamentals of Oral Communication	SPC-101	3	\$630	
Human Anatomy & Physiology II	BIO-173	4	\$840	\$18

Pre-Nursing with Nurse Aide Certification	Course	Credits	Tuition	Fees
Human Anatomy & Physiology I	BIO-168	4	\$840	\$18
Human Anatomy & Physiology II	BIO-173	4	\$840	\$18
Nurse Aide	HSC-168	3.5	\$735	\$142

District will pay Kirkwood 100% of Kirkwood's current tuition rate per student (\$210.00/credit hour) for **career and technical education (CTE)** courses and 80% of the current rate for liberal arts courses that have 15 students enrolled, otherwise the rate will be 100%. Some CTE and Liberal Arts courses have associated fees that will also be billed to the district. Kirkwood will provide the textbooks for all academy courses.

District Authorized Signature: _____

Name: Brittania Morey

Title: School Board President

Date: _____

Kirkwood Community College Authorized Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT C: ONSITE & ALTERNATIVE CONCURRENT

**ANNUAL ENROLLMENT FORM
SUBMITTED PURSUANT TO 28E MASTER AGREEMENT FOR THE
CONCURRENT ENROLLMENT PARTNERSHIP – Linn County**

DISTRICT: LINN-MAR COMMUNITY SCHOOL DISTRICT

I. ONSITE CONTRACTED CLASSES

When onsite courses are taught by qualified District personnel, the District will pay Kirkwood 20% of Kirkwood's current tuition rate per student for the college credit course(s) taught by the District instructor(s). It is the responsibility of the District to purchase and provide the Kirkwood required textbooks (to be used for a three year minimum) and any additional program costs (required tools, software licensing agreements, assessment tools, etc.) in accordance with Kirkwood Community College's student learning course outcomes.

**Non-public schools may choose to contract with Kirkwood Community College for district-provided concurrent enrollment instruction to become eligible for supplemental weighted funding through the State of Iowa in compliance with SYP guidance.

On occasion, Kirkwood and the District may choose to collaborate to hire a shared instructor provided by Kirkwood Community College. In this instance, a Kirkwood paid adjunct will provide instruction within the walls of the high school building, or provide instruction through Kirkwood's virtual synchronous instruction delivery format called WebLive. This delivery format is billed according to the most updated cost for alternative concurrent, online, and Liberal Arts based classes at the Kirkwood Regional Centers, and accordingly, textbooks will be loaned to students at no cost for use during the semester and should be returned to Kirkwood Community College upon completion.

The tuition rate for the 2023-2024 academic year is set at \$210 per credit hour.

1. Yes, the District agrees to contract and enroll students in the following onsite college level courses, unless indicated by a strikethrough on the master document of courses.

Course	Course Number	Credit Hours
Behavior Management	EDU-119	3
Childhood Growth and Development	ECE-170	3
Civil Engineering & Architect Design	EGT-460	3
Composition I	ENG-105	3
Composition II	ENG-106	3
Computer Integrated Manufacturing	EGT-450	3

Computer Science Principles	CIS-450	3
Digital Electronics C	EGT-420	3
Exploring Teaching	EDU-110	3
How College Works	SDV-105	3
Intermediate Spanish I S	FLS-241	4
Intermediate Spanish II S	FLS-242	4
Intro to Engineering Design	EGT-400	3
Introduction to Engineering Design C	EGT-400	3
Mathematics and Society	MAT-115	3
Principles of Engineering C	EGT-410	3
Work-based Learning: Internship	WBL-200	1-2

Please list any other contracted courses not listed above:

II. ALTERNATIVE CONCURRENT CONTRACTED CLASSES (formerly PSEO)

Choose One:

- District elects to allow students to enroll in any Kirkwood college level (non-developmental) course offerings.
- District restricts alternative concurrent enrollment to an approved list of classes to be shared with Kirkwood to be shared at return of this exhibit.

Alternative Concurrent Enrollment Courses approved for Linn-Mar students

American Sign Language I, II, III, IV	Marriage and Family
Art Appreciation	Mass Media
Calculus II	Medical Terminology
Calculus III	Music Fundamentals
Computer Concepts	Nurse Aide
Criminal Investigations	Nutrition
Cultural Anthropology	Personal Finance
Encounters in Humanities	Personal Wellness
Exploring Health Careers	Popular Culture
Fundamentals of Oral Communication	Principles of Macroeconomics
Holocaust/Genocide: Mem & Lit	Professionals in Health
How College Works	Project Management Basics
Human Anatomy I	Social Problems
Human Anatomy II	Social Media in Business

Human Relations in Management
Intro to Criminal Justice
Introduction to Business
Introduction to Ethics
Intro to Human Services
Introduction to Sociology

Survey of World Religions
Topics in Education
US History Since 1877
US History to 1877
Working in America

Alternative Concurrent Contract (formerly PSEO) billing structure: District will pay Kirkwood 80% of Kirkwood's current tuition rate per student for the alternative concurrent contracted course (s). Kirkwood will provide the textbooks.

III. District Authorization and Signature

Authorized by: _____

Name: Brittania Morey

Title: School Board President

Date: _____

Independent Contractor Agreement



Please provide all information requested and sign page two.

Exhibit 804.3

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Jen Petsche, Independent Contractor ("IC"), for the performance of certain services,

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** Choreography
2. **GROUP/DEPARTMENT WORKING WITH:** Linn-Mar Show Choirs
3. **AMOUNT OF PAYMENT:** 3000

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on May 20, 2024, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on August 29, 2023 and shall continue in effect until May 20, 2024, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this _____ day of 20th of August, 2023.

Independent Contractor Signature:

Jennifer Petsche

Title: _____

Linn-Mar CSD Representative Signature:

Title: School Board President

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302



Fundraising Request Form

Exhibit 805.1

Code: 1005.4-E1

Forms should be submitted to the Business Office per the following deadlines

Request Form Due	Board Approval Date	Fundraiser Start Date
First day of school for fundraisers occurring from October 1 st thru December 31 st	First meeting in September	Fundraisers should NOT start until the day immediately following board approval
Last day of school before Thanksgiving break for fundraisers occurring from January 1 st thru March 31 st	December meeting	
By February 15 th for fundraisers occurring from April 1 st thru May 31 st	March meeting	
By April 15 th for fundraisers occurring from June 1 st thru September 30 th	First meeting in May	

REMINDERS: All groups are required to submit a request for each fundraiser to the Business Office specifying how all funds raised will be spent. A Fundraising Project Summary (Refer to Policy 1005.4-E2) is due six weeks after the fundraiser ends. Proceeds should be spent during the year funds are raised.

Building Name: High School Sponsoring Group: Athletes
Tanya M-E Contact Name: 447-3086 Contact Phone:
tmoe@linnmar.k12.ia.us Contact Email: _____ District
Account Code: 6900 General Athletes → Charity Group

Description of Fundraising Activity (All information is required for the request to be considered) Fundraising Activity:
Volleyball / Basketball / Soccer Awareness Night Activity
Start/End Dates: VB = 9/23, BKB = 2/24 Estimated Proceeds: _____
Purpose/Use of Funds Raised (Must be specific): Soccer = 4/24
These sports annually raise money and donate 100%
of all funds to various groups - example
- American Cancer Society
- Especially For You
- American Heart Association

OVER ⇒

Administrator Approval:

I approve that this request is necessary to provide funds for the purposes described above.

Building Administrator's Signature:  Date: 8/17/23

Business Office and Board Review/Approval:

Business Office Review/Approval: David Nicholson Date: 8-21-23

Board Review/Approval: _____

Date: _____

Summary Due Date: _____

Revised: 6/22; 7/22